



AGENDA

VALLEJO PLANNING COMMISSION REGULAR MEETING – 7:00 P.M. VIA TELECONFERENCE

Diosdado "J.R." Matulac, Chair
Kathleen Diohep, Vice-Chair
Peggy Cohen-Thompson
Randy Larson
Thomas Judt
Jamar Stamps
Charles Palmares

VIA TELECONFERENCE

www.cityofvallejo.net

September 21, 2020

IMPORTANT NOTICE

Until further notice, meetings of the Planning Commission are being conducted using teleconference and electronic means, consistent with State of California Executive Order N-29-30 regarding the COVID-19 pandemic. The live stream of the meeting may be viewed on television or online. Details may be found at www.cityofvallejo.net. In accordance with Executive Order N-29-30, the public may only view the meetings on television and/or online and not in the Council Chamber.

PUBLIC COMMENT: Members of the Public may provide public comments during the Planning Commission Meeting via ZOOM (<https://zoomregular.cityofvallejo.net>), or via phone, by dialing (669) 900-6833, enter meeting id: 914 0075 0676#

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

VIEW THE MEETING: There are three different ways you can view this public meeting:

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- Stream from the City website: www.cityofvallejo.net/Streaming
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This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Planning Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Planning Commission will be available on the City of Vallejo website at www.cityofvallejo.net subject to staff's ability to post the documents prior to the meeting.

Disclosure Requirements: Government Code Section 84308 (d) sets forth disclosure requirements which apply to persons who actively support or oppose projects in which they have a "financial interest", as that term is defined by the Political Reform Act of 1974. If you fall within that category, and if you (or your agent) have made a contribution of \$250 or more to any commissioner within the last twelve months to be used in a federal, state or local election, you must disclose the fact of that contribution in a statement to the Commission.

Appeal Rights: The applicant or any party adversely affected by the decision of the Planning Commission may, within ten days after the rendition of the decision of the Planning Commission, appeal in writing to the City Council by filing a written appeal 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 two hundred or five hundred feet of the project boundary, whichever was the original notification boundary.

The Council may affirm, reverse or modify any decision of the Planning Commission which is appealed. The Council may summarily reject any appeal upon determination that the appellant is not adversely affected by a decision under appeal.



The Council Chambers in City Hall is ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

If you have any questions regarding any of the following agenda items, please call the assigned planner or project manager at (707) 648-4326.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF MINUTES

A. July 20, 2020

5. WRITTEN COMMUNICATIONS

6. REPORT OF THE SECRETARY

A. Upcoming Meetings:

October 5, 2020	2176 Springs Road (Lemon Spa) – Use Permit (Tentative) Zoning Code – Entire Code Study Session (Tentative)
October 19, 2020	Zoning Code – Entire Code Study Session (Tentative)
November 2, 2020	Zoning Code – Public Hearing (Tentative)

7. CITY ATTORNEY REPORT

8. REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE PLANNING COMMISSION AND LIAISON REPORTS

- A. Report of the Presiding Officer and Members of the Planning Commission
- B. Council Liaison to Planning Commission

9. COMMUNITY FORUM

Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold Planning Commission meetings via teleconference. Any interested members of the public desiring to communicate with the Planning Commission as part of the Community Forum may do so via ZOOM (<https://zoomregular.cityofvallejo.net>), or via phone, by dialing (669) 900-6833, enter meeting id: 914 0075 0676#

10. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold Planning Commission meetings via teleconference. Any interested members of the public desiring to communicate with the Planning Commission as part of the Consent Calendar and Approval of the agenda may do so via ZOOM (<https://zoomregular.cityofvallejo.net>), or via phone, by dialing (669) 900-6833, enter meeting id: 914 0075 0676#

11. PUBLIC HEARING

Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold Planning Commission meetings via teleconference. Any interested members of the public desiring to communicate with the Planning Commission as part of the Public Hearing may do so via ZOOM (<https://zoomregular.cityofvallejo.net>), or via phone, by dialing (669) 900-6833, enter meeting id: 914 0075 0676#

A. Project Title:	444 Alabama Street (APN: 0056-071-110)
Applicant:	Cuauhtemoc Corona
Location:	444 Alabama Street (APN: 0056-071-110)
Project Description:	Minor exterior and interior alterations to convert the existing Veteran's Memorial Hall, a City landmark, to a private event venue with "co-working" office space and artist studios. Event venue will have alcohol service and hours of operation until 2 a.m. on Fridays and Saturdays and on Halloween and New Year's Eve.
Proposed Environmental Determination:	Categorically exempt pursuant to Sections 15301(e) (Class 1, "Existing Facilities") and 15331 (Class 31, "Historical Resource Restoration/Rehabilitation") of the California Environmental Quality Act (CEQA) Guidelines; see Section V for further details.
Staff Recommendation:	Staff recommends that the Commission adopt the attached Resolution No. PC 20-08 to APPROVE Use Permit #UP19-0007, subject to the findings and conditions contained in the Resolution.
Project Manager:	Aaron Sage, Principal Planner aaron.sage@cityofvallejo.net

12. ACTION CALENDAR

NOTICE: Members of the public wishing to address the Planning Commission on Action Calendar Items may do so via ZOOM (<https://zoomregular.cityofvallejo.net>), or via phone, by dialing (669) 900-6833, enter meeting id: 914 0075 0676#. For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment.

A. Adopt Planning Commission Rules of Order and Procedures

13. OTHER

Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold Planning Commission meetings via teleconference. Any interested members of the public desiring to communicate with the Planning Commission as part of the Other item may do so via ZOOM (<https://zoomregular.cityofvallejo.net>), or via phone, by dialing (669) 900-6833, enter meeting id: 914 0075 0676#

A. Discussion of Future Planning Commission Trainings
This is an informational item only; no Planning Commission action taken

B. Discussion of Future Agenda Items

14. ADJOURNMENT

I, Narcissa Wilson, Planning Executive Secretary, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Vallejo Planning Commission, 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 5:30 p.m. Tuesday, September 15, 2020.

Dated September 15, 2020



Narcissa Wilson, Planning Executive Secretary

Minutes

**CITY OF VALLEJO PLANNING COMMISSION
REGULAR MEETING MINUTES
COUNCIL CHAMBERS
July 20, 2020**

1. CALL TO ORDER

The meeting was called to order by Vice-Chair Cohen-Thompson at 7:05 p.m.

2. PLEDGE OF ALLEGIANCE

3. OATH OF OFFICE OF NEWLY APPOINTED COMMISSIONERS

4. ROLL CALL

Present: Vice-Chair Cohen-Thompson, Commissioners Matulac, Diohep, Judt, Stamps, Palmares

Absent: Commissioner Larson

Staff present: Planning and Development Services Director Hayes, Assistant City Attorney Eckmeyer, Principal Planner Sage

5. ELECTION AND TERMS OF OFFICERS

Chairperson: Commissioner Judt nominated Commissioner Matulac.
Commissioner Cohen-Thompson nominated herself.

VOTE:

Commissioner Matulac:

AYES: Commissioner Matulac, Judt, Diohep, Palmares

NOES: Vice-Chair Cohen-Thompson, Commissioner Stamps

ABSENT: Commissioner Larson

ABSTAIN: None

Commissioner Cohen-Thompson:

AYES: Vice-Chair Cohen-Thompson and Commissioner Stamps

NOES: Commissioner Matulac, Judt, Palmares, Diohep

ABSENT: Commissioner Larson

ABSTAIN: None

Commissioner Matulac became the new Chairperson.

Vice-Chair: Commissioner Cohen-Thompson nominated herself.
Commissioner Judt nominates Commissioner Diohep.

Vote:

Commissioner Cohen-Thompson:

AYES: Vice-Chair Cohen-Thompson and

NOES: Chairman Matulac, Commissioners Judt, Stamps, Diohep, Palmares

ABSENT: Commissioner Larson

ABSTAIN: None

Commissioner Diohep:

AYES: Chairman Matulac, Vice-Chair Cohen-Thompson, Commissioner Stamps, Judt, Palmares, Diohep

NOES: None

ABSENT: Commissioner Larson

ABSTAIN: None

Commissioner Diohep became the new Vice-Chair.

6. APPROVAL OF MINUTES

A. June 15, 2020

On a motion of Vice-Chair Diohep, second by Commissioner Judt, the commission approve the minutes with the following edit to read, motion moved by Commissioner Diohep to add a condition of approval to ask the applicant to add a description of their business operation prior to receiving a permit, with the following vote:

VOTE:

AYES: Chairman Matulac, Vice-Chair Diohep, Commissioners Cohen-Thompson, Judt

NOES: None

ABSENT: Commissioner Larson

ABSTAIN: Commissioner Stamps and Palmares

7. WRITTEN COMMUNICATIONS – None

8. REPORT OF THE SECRETARY

A. Upcoming Meetings:

August 3, 2020

Northern Waterfront – Tentative Map Study Session (Tentative)

August 17, 2020

444 Alabama Street – Use Permit (Tentative)

9. CITY ATTORNEY REPORT

Assistant City Attorney Eckmeyer announced her resignation from the City.

10. REPORT OF THE PRESIDING OFFICE AND MEMBERS OF THE PLANNING COMMISSION AND LIAISON REPORTS

A. Report of the Presiding Office and Members of the Planning Commission

Commissioner Judt apologized for his recent remarks and attitude during the last meeting and commented on having the Planning Commission to discuss the responsibility to the General Plan and continue on trainings.

B. Council Liaison to Planning Commission

Councilmember McConnell congratulated the new elected Chair and Vice-Chair. Councilmember McConnell informed the commission regarding the interviews for the City Attorney and congratulations Assistant City Attorney Eckmeyer on her new adventure and welcomed the new Commissioners.

11. **COMMUNITY FORUM** – None

12. **CONSENT CALANDER AND APPROVAL OF THE AGENDA**

Action: Moved by Commissioner Cohen-Thompson, second by Commissioner Judt to approve the consent calendar and agenda.

VOTE:

AYES: Chairman Matulac, Vice-Chair Diohep, Commissioners Cohen-Thompson, Judt, Stamps, Palmares
NOES: None
ABSENT: Commissioner Larson
ABSTAIN: None

13. **PUBLIC HEARING**

A. 602 Georgia Street; Variance (VAR) 19-0002 and Minor Exception (ME) 19-0006

Ex Parte Communications: - None

Principal Planner Sage presented the proposed project.

Commissioners asked questions and staff responded.

Chair Matulac opened for public comments.

Public comments – None

Chair Matulac closed for public comments.

Commissioners commented on the project.

Action: Moved by Commissioner Judt, second by Commissioner Cohen-Thompson, made the motion to approve Variance (VAR) 19-0002 and Minor Exception (ME) 19-0006, based on the findings in Resolution No. PC20-07 and adding a condition of approval to reduce the driveway width to 20 feet.

Vote:

AYES: Chair Schussel, Vice-Chair Cohen-Thompson, Commissioners Cohen-Thompson, Judt, Stamps, Palmares
NOES: None
ABSENT: Commissioners Larson
ABSTAIN: None

14. OTHER

- A. Planning Commission Rules of Order and Procedure Discussion
This is an informational item only; no Planning Commission action taken.

Planning and Development Services Director Hayes commented on the discussion.

Commissioners commented on the item.

- B. Discussion of Future Agenda Items

15. ADJOURNMENT

Action: Moved by Commissioner Matulac to adjourn to July 15, 2019 and give Planning Manager Hamid the authority to cancel if there are no items on the agenda.

AYES: Chair Schussel, Vice-Chair Cohen-Thompson, Commissioners Larson, Matulac, Platzer

NOES: Commissioner Diohep

ABSENT: None

ABSTAIN: None

The meeting adjourned at 9:45 p.m.

DIOSDADO "J.R." MATULAC, CHAIRPERSON

ATTEST:

CESAR OROZCO
ASSOCIATE PLANNER

Staff Reports



**STAFF REPORT
CITY OF VALLEJO
PLANNING COMMISSION**

I. PROJECT INFORMATION

DATE OF MEETING:	September 21, 2020	Item No. 11-A
PREPARED BY:	Aaron Sage, AICP, Principal Planner	
PROJECT LOCATION:	444 Alabama Street (APN: 0056-071-110)	
PROJECT NUMBERS:	Use Permit #UP19-0007	
PROJECT SUMMARY:	Minor exterior and interior alterations to convert the existing Veteran's Memorial Hall, a City landmark, to a private event venue with "co-working" office space and artist studios. Event venue will have alcohol service and hours of operation until 2 a.m. on Fridays and Saturdays and on Halloween and New Year's Eve.	
PROPOSED ENVIRONMENTAL DETERMINATION:	Categorically exempt pursuant to Sections 15301(e) (Class 1, "Existing Facilities") and 15331 (Class 31, "Historical Resource Restoration/Rehabilitation") of the California Environmental Quality Act (CEQA) Guidelines; see Section V for further details.	
RECOMMENDATION:	Staff recommends that the Commission adopt the attached Resolution No. PC 20-08 to APPROVE Use Permit #UP19-0007, subject to the findings and conditions contained in the Resolution.	
PROJECT DATA SUMMARY:		
Applicant/Property Owner:	Cuauhtemoc Corona 196 N. Third St. San Jose, CA 95112	
Property Owner:	Bruce Eugene Campbell 196 N. Third St. San Jose, CA 95112	
Zoning District:	Linear Commercial (CL)	
General Plan Designation:	Neighborhood Corridor (NC)	
Specific Plan:	None	

Existing Use: Veteran's Memorial Building (City Landmark)

Surrounding Land Uses: North: Antique store, restaurant
South: City Park
East: Parking lot (single-family dwelling beyond)
West: Labor union office (UA Local 355)

Lot Area: 19,500 square feet (0.45 acres)

II. PROJECT DESCRIPTION

Table 1 – Project Timeline	
Date	Action/Event
9/10/19	COA application submitted.
12/4/19	Use Permit application submitted.
8/25/20	COA application deemed complete.
9/17/20	AHLC public hearing.
9/21/20	Planning Commission hearing.

A. Site Location and Context

The subject property is located at the northwestern corner of Alabama and Marin Streets, on the north side of City Park, one block south of Tennessee Street and one block east of Sonoma Boulevard; see Figure 1 below for location map. The neighborhood is generally developed with commercial uses to the west and north of the project site, and residential uses to the east and south (on the other side of City Park).

B. Existing Conditions

The site is developed with the Veteran's Memorial Building, a three-story Moderne-style building constructed in 1930 to commemorate World War I veterans and provide a venue for civic and cultural events. The building contains a caretaker's dwelling unit in the basement. The western portion of the site is a surface parking lot with approximately 20 spaces. The building was designated as a City Landmark in 1994. The building has been vacant for several years and is in need of basic repairs and upgrades.

An interactive photographic "walk-through" of the interior of the building can be viewed at the following link: <https://my.matterport.com/show/?m=ZXSFEchDEhm&brand=0>.

C. Project Description

The proposed project would establish a private event venue called "The Armada" (a reference to Vallejo's naval history) within the existing building. Based on prior experience

with similar venues¹, the applicant anticipates that 57% of the events will be social celebrations (e.g. weddings, quinceaneras, proms, anniversaries, etc.); 24% corporate events (e.g. holiday parties, workshops, luncheons, trade shows) and 19% charity events (e.g. fund-raisers). Events would be held in the building's largest meeting room on the top floor, which has a maximum occupancy of 1,519; however, the applicant anticipates most events will be 420 persons or less to allow for banquet seating.

Figure 1 – Project Location Map



The proposed hours of operation are 6 a.m. to 11:30 a.m., Sunday through Thursday, and 6 a.m. to 2 a.m. Fridays and Saturdays, Halloween and New Year's Eve. The applicant is also requesting permission to serve beer, wine and distilled spirits under a type 47 Alcohol Beverage Control (ABC) license, which requires the establishment to operate as a “bona fide eating place” with meals offered during alcohol service. The building has an existing bar which would be refurbished for the new use. Further details on the applicant's alcohol management and security plan are provided in Attachment 2.

The project also includes the following components:

¹ The applicant currently operates the following venues: Corinthian Grand Ballroom, San Jose, CA (corinthiangrandballroom.com); The GlassHouse, San Jose, CA (venuesanjose.com), Mansion 54, Las Vegas, NV (mansion54.com); The Villa, Tyler, TX (www.villadifelicita.com)

- Removal of meeting rooms and lockers at rear portion of the second floor to create an open “co-working” office space² and new restrooms
- Artist space on the bottom (basement) floor; no improvements proposed at this time
- New food preparation room at southwest portion of second floor
- Relocation of existing bar from southwest to southeast of second floor
- Various safety and accessibility upgrades to building interior including new elevator, restroom remodeling, glass safety panels along handrails and guardrails.
- Conversion of third floor balcony to a lounge (risers to be removed)
- Exterior painting
- New glass front doors to comply with building and fire codes
- New wheelchair lift from parking lot to front entry landing to comply with accessibility requirements
- New exterior emergency staircase on west side of building
- Repair/resurfacing of parking lot
- New parking lot landscaping and lighting
- New trash enclosure at northwest corner of parking lot (adjacent to alley); enclosure to be constructed of steel posts/beams with perforated steel panels
- Eight street trees, per code requirements
- New building sign at southeast corner
- New rooftop mechanical equipment

D. Required Approvals

The proposed project requires the following approvals under the Vallejo Municipal Code (VMC):

1. Certificate of Appropriateness for interior and exterior alterations to a City landmark building (VMC 16.38.270.A)
2. Use Permit to establish a private event venue, classified in VMC 16.06.480 as “spectator sports and entertainment: general” (VMC 16.22.040.B.15)³
3. Use Permit to allow operation past 12 midnight (until 2 a.m.) within 300 feet of a residential district (VMC 16.57.030.A.1)
4. Use Permit to allow alcohol service (beer, wine and spirits) past 11:30 p.m. (until 2 a.m.; VMC 16.57.030.B)

Item 1 will be reviewed by the AHLC; items 2, 3 and 4 will be reviewed by the Planning Commission. If both decisions are appealed, the appeals will be heard concurrently by the City Council.

² Co-working is a relatively new type of office use where members have access to shared desk space, conference rooms, internet, coffee, etc. For an example, visit [wework.com](https://www.wework.com).

³ Although the historic use falls within the same classification, it did not have a Use Permit, and therefore was a nonconforming use which lapsed after 12 months of inactivity.

III. STAFF ANALYSIS

A. Parking

The project will provide 19 off-street parking spaces, a minor reduction from the existing count of 22 spaces. Pursuant to VMC Section 16.62.100, the parking standards for the proposed uses are as follows:

Table 1. Parking Requirements

Use (Location)	Area/Size	Parking Standard	Parking Spaces
Event Space (3 rd floor)	5,425 sq. ft.	1 space per 50 sq. ft.	109
Offices (2 nd floor)	6,300 sq. ft.	1 space per 250 sq. ft.	25
Artist Space (basement)	6,300 sq. ft.	1 space per 450 sq. ft.	14
Caretaker's Unit (basement)	Studio	1 per unit	1
TOTAL	--	--	149

The existing parking shortfall is a lawful nonconforming condition. Like many older assembly uses in Vallejo (e.g. churches, theaters, etc.), this building was not constructed with adequate off-street parking, and it was expected that most guests would park in the surrounding neighborhood. Normally, this project would not be required to meet the current parking requirements because it does not increase the capacity of the existing event space or introduce new uses with a higher parking requirement. However, pursuant to VMC Section 16.62.020.A.4, the proposed event use is subject to current parking requirements because it includes extended hours of operation, which the code considers an “increase in the intensity of the use”.⁴

VMC Section 16.62.105.B provides that the Planning and Development Services Director may reduce parking requirements “when it can be demonstrated that other forms of transportation will be used, including walking, bicycling and transit.” Staff believes the parking demand for this use will already be substantially lower than the code requires, because guests at such events often use “designated drivers” and ride-sharing services (e.g. Uber and Lyft) to allow for alcohol consumption. The site’s proximity to a stop for several Soltrans routes at Sacramento and Alabama Streets will also help reduce parking demand.

In addition, the applicant has committed to the following methods to further reduce the number of vehicles parking on surrounding streets, which staff has included in the attached conditions:

⁴ There are no available records documenting the historic hours of operation of the Veteran's Building. Given the long period of inactivity and the likelihood that events extending past 12 a.m. were very rare, staff assumes the proposed hours of operation are an increase from the historic hours.

- Encouraging event participants through website, contract language and other means to carpool or use public transit, ride-sharing or other alternative transportation modes.
- Providing a white loading zone in front of the venue, in accordance with the standards of the City's traffic engineer.
- Providing on-site, secure bike parking for employees and office and/or artist space users.
- Providing off-site parking on available properties in the vicinity.

It should also be noted that there is abundant on-street parking in the area due to the large public park across the street. There are approximately 70 parking spaces adjoining the park, the vast majority of which are vacant in aerial photos and whenever staff has visited the site.

Based on the above information, the Planning and Development Services Director has determined that no additional parking is required for the proposed project.

B. Hours of Operation / Noise

As noted earlier, the project requires a Use Permit to operate past 12 midnight within 300 feet of a residential district. The proposed hours of operation are 6 a.m. to 11:30 a.m., Sunday through Thursday, and 6 a.m. to 2 a.m. Fridays and Saturdays, Halloween and New Year's Eve. These hours are intended to allow maximum flexibility for the range of anticipated events, but the applicant states that the venue would rarely be in use for all of these hours on any given day. The applicant operates a similar event venue in Downtown San Jose which adjoins residential uses, and states that he has never received a noise complaint.

Pursuant to VMC 16.72.030, the project is subject to a noise limit of 75 decibels (dB) at the subject property's boundaries, and 60 dB at the boundary of the residential district located on the east side of Marin Street. These limits are increased by 5 dB between the hours of 7 a.m. and 10 p.m. In order to verify that noise (primarily from music) from the proposed events will comply with these limits, the applicant conducted a sound test. A video of the test was recorded and is available at this link: [sound meter video](#).⁵ The test demonstrates that with interior sound at over 100 dB (far louder than typically needed), exterior noise levels were well below the code limits.

The attached conditions include a requirement that the applicant install additional noise dampening, insulation or other treatments if the City receives substantial noise complaints from the surrounding neighborhood. If such treatments are not effective, and there are still complaints, the City has authority under VMC 16.82.110 to revoke or suspend the Use Permit until the noise impact is addressed.

⁵ Video recorded Wednesday, September 2, 2020 at 7 a.m. A concurrent video was recorded on the interior of the building to document that the sound level was not reduced during the test; click [here](#) to view.

Based on the above information, staff does not anticipate any substantial adverse impacts and recommends approval of the requested hours.

C. Alcohol Service

As noted earlier, the project requires a Use Permit to serve alcoholic beverages (beer, wine and spirits) after 11:30 p.m. on Fridays and Saturdays and on Halloween and New Year's Eve. Staff does not anticipate any substantial adverse impacts related to alcohol service and recommends approval of this permit for the following reasons:

- Both the late night operations and the alcohol service are an integral component of this type of business and are necessary to ensure the long-term viability of the business.
- Late night operations are limited to weekends and two holidays per year.
- Pursuant to ABC regulations, the establishment must operate as a “bona fide eating place” with meals offered during alcohol service. Typically such establishments have fewer community impacts than bars, nightclubs and similar venues that do not offer meals.
- The Police Department has reviewed the applicant's operations plan and does not have concerns related to crime or other impacts on Police services.
- The applicant has prior experience operating similar venues in Downtown San Jose, Las Vegas and Tyler, Texas. ABC records show no disciplinary actions for the applicant's alcohol licenses for his two venues in San Jose.
- The applicant will provide security at all events where attendees are not known by the host client, as discussed further in the next section.
- The applicant has a strict “cut-off” policy: Intoxicated patrons will be immediately cut-off from continued service, and if necessary also escorted from the venue and a taxi/rideshare secured for safe transport.

D. Security & Lighting

The applicant's security plan is provided in Attachment 2 and includes the following provisions:

- Security is provided at all events where attendees are not known by the host client (e.g. charity fundraisers, Halloween and New Year's Eve parties), and all proms.
- The minimum amount of security personnel is one guard per 60 attendees.
- All security personnel will be attired in a manner to readily identify them as such.
- At minimum, one security guard will be posted at the exterior entrance to the venue.
- Security or management will ask anyone who is causing a disturbance to leave, and, if necessary, contact local law enforcement for assistance.

The Police Department has reviewed the applicant's security plan and found it adequate, provided that the applicant provides security cameras that allow Police Department access

to recordings, and enhanced parking lot lighting. These requirements, along with adherence to the attached security plan are included in the attached conditions of approval. Based on the above information, staff does not anticipate any substantial adverse impacts related to inadequate security.

IV. FINDINGS FOR APPROVAL

VMC Section 16.82.050 requires the Commission to make the following findings prior to approving the requested Use Permits:

“The location, size, design and operating characteristics of the proposed conditional use will be compatible with adjacent uses, building or structures, with consideration given to harmony in scale, bulk, coverage, and density; to the availability of civic facilities and utilities, to the harmful effect, if any, upon desirable neighborhood character; to the generation of traffic and the capacity and physical character of surrounding streets; and to any other relevant impact of the proposed use;” and

“The impacts, as described in [the previous finding], and the location of the proposed conditional use are consistent with the city general plan.”

As discussed in Section III above, staff does not anticipate any substantial adverse impacts related to parking supply, noise, alcohol service or security. The project does not involve new construction and therefore will not have any impacts related to scale, bulk, coverage, or density. The City’s traffic engineer has reviewed the project and determined that it falls below the thresholds for a traffic analysis. The project is consistent with all applicable General Plan policies (see Attachment 1, Finding III.B for further discussion). Therefore, the above finding can be made.

V. ENVIRONMENTAL REVIEW

As noted earlier, the project is categorically exempt from further review under the California Environmental Quality Act (CEQA) pursuant to Sections 15301(e) (Class 1, “Existing Facilities”) and 15331 (Class 31, “Historical Resource Restoration/Rehabilitation”) of the CEQA Guidelines. Under CEQA, the State has identified classes of projects which have been determined to not have a significant impact on the environment and are therefore exempt from the requirements of CEQA. The Class 1 exemption applies to “operation, repair, maintenance...or minor alteration of existing public or private structures...involving negligible or no expansion of existing or former use; because the proposed project does not increase the building’s occupant load beyond the historic use, this exemption is appropriate. Historical records show that the building previously hosted concerts and other similar events with much higher attendance than what is currently proposed. The Class 31 exemption applies to “maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary’s Standards for the Treatment of Historic Properties”. As discussed in the AHLC staff report, the project is consistent with the Secretary’s Standards.

The City has also considered whether or not any of the exceptions found under Section 15300.2 of the CEQA Guidelines apply, which would preclude the project from being categorically exempt. The project is consistent with Section 15300.2 as follows: (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, as discussed above. Therefore, the project remains categorically exempt and no further environmental review is required.

VI. NOTICING AND PUBLIC COMMENTS

Pursuant to VMC Section 16.82.030.C, the City provided notice of hearing on September 7, 2020 to all property owners and neighborhood groups within 500 feet of the subject property. As of this writing, staff has not received any communications from Vallejo community members regarding this project. A letter of recommendation from the mayor of San Jose is included in Attachment 3.

VII. CONCLUSION / STAFF RECOMMENDATION

Based on the above analysis and the project's consistency with General Plan 2040 and the Vallejo Municipal Code, staff recommends that the Commission adopt the attached Resolution No. PC 20-08 to **APPROVE** Use Permit #UP19-0007, subject to the findings and conditions contained in the Resolution.

VIII. EXPIRATION

Pursuant to VMC Section 16.82.090.A, approval of this Use Permit expires automatically 24 months after its approval unless authorized construction has commenced prior to the expiration date (September 21, 2022 if approved at this meeting and not appealed).

IX. APPEAL PROCEDURE

Pursuant to VMC Section 16.102.020.A, the applicant or any party adversely affected by the decision of the Planning Commission may, within ten days after the rendition of the decision, appeal in writing to the City Council by filing a written appeal with a fee of \$1,243 dollars with the City Clerk. Such written appeal shall state the reason or reasons for the appeal and why the appellant believes he or she is adversely affected by the decision. 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. If such date falls on a weekend or City holiday, then the deadline shall be extended until the next regular business day.

X. ATTACHMENTS

1. Resolution No. PC 20-08
 - A. Conditions of Approval
 - B. Project Plans
2. Applicant Statement / Security Plan
3. Public Communications

CITY OF VALLEJO PLANNING COMMISSION

RESOLUTION NO. PC 20-08

**A RESOLUTION APPROVING USE PERMIT #19-0007 TO CONVERT THE EXISTING
VETERAN'S MEMORIAL HALL TO A PRIVATE EVENT VENUE WITH ALCOHOL
SERVICE AND HOURS OF OPERATION UNTIL 2 A.M. ON FRIDAYS AND
SATURDAYS AND ON HALLOWEEN AND NEW YEAR'S EVE**

APN #0056-071-110

I. GENERAL FINDINGS

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

WHEREAS, the subject property is located at 444 Alabama Street, designated as Assessor's Parcel Number (APN) 0056-071-110 (the "Property"), and zoned Linear Commercial ("LC"); and

WHEREAS, on September 10, 2019, Cuauhtemoc Corona (the "Applicant") submitted an application for Certificate of Appropriateness #COA19-0030 for minor exterior and interior alterations to the Veteran's Memorial Building at the Property, a designated City landmark; and

WHEREAS, on December 4, 2019, the Applicant submitted an application for Use Permit #UP19-0007 to establish an event venue and allow hours of operation past 12 midnight and alcohol service past 11:30 a.m.; and

WHEREAS, the aforementioned requests constitute the proposed "Project"; and

WHEREAS, on August 25, 2020, the above applications were deemed complete for processing; and

WHEREAS, the Project is consistent with all applicable policies of General Plan 2040 (the "General Plan") and complies with all applicable development standards of the Vallejo Zoning Ordinance (the "Zoning Ordinance"); and

WHEREAS, on September 21, 2020, the City of Vallejo Planning Commission (the "Commission"), after giving all public notices required by State law and the Vallejo Municipal Code ("VMC"), conducted a duly noticed public hearing to consider the Project, at which testimony and evidence, both written and oral, was presented to and considered by the Commission; and

WHEREAS, the Commission considered testimony and evidence, both written and oral, presented to the Commission, including the oral and written reports from City staff dated September 21, 2020, and other documents contained in the record of proceedings relating

to the Project, which are maintained in the offices of the City of Vallejo Planning Division;
and

WHEREAS, based on recommendations, testimony and evidence in the record and provided at the public hearing, the Commission makes the following findings for approval of the proposed Use Permit:

II. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FINDING

- A. The Project is categorically exempt from further review under the California Environmental Quality Act (CEQA) pursuant to Sections 15301(e) (Class 1, "Existing Facilities") and 15331 (Class 31, "Historical Resource Restoration/Rehabilitation") of the CEQA Guidelines. As discussed in Section III.A of the AHLC Staff Report dated September 17, 2020, the Project is consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties. Pursuant to CEQA Guidelines Section 15331, projects that are consistent with these standards are considered to have no significant adverse impacts to historical resources.

The City has also considered whether or not any of the exceptions found under Section 15300.2 of the CEQA Guidelines apply, which would preclude the Project from being categorically exempt. The Project is consistent with Section 15300.2 as follows: (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, as discussed above. Therefore, the Project remains categorically exempt and no further environmental review is required.

III. FINDINGS RELEVANT TO THE APPROVAL OF THE USE PERMIT (VMC Section 16.82.050)

- A. The location, size, design and operating characteristics of the proposed conditional use will be compatible with adjacent uses, building or structures, with consideration given to harmony in scale, bulk, coverage, and density; to the availability of civic facilities and utilities, to the harmful effect, if any, upon desirable neighborhood character; to the generation of traffic and the capacity and physical character of surrounding streets; and to any other relevant impact of the proposed use. This finding is based upon the following, in addition to the information and analysis presented in Section III of the Planning Commission staff report dated September 21, 2020:

1. The Project's parking demand will be reduced to the maximum extent feasible, and there is substantial on-street parking available in the vicinity.
2. Late night operations are limited to weekends and two holidays per year.

3. Pursuant to ABC regulations, the establishment must operate as a “bona fide eating place” with meals offered during alcohol service. Typically such establishments have fewer community impacts than bars, nightclubs and similar venues that do not offer meals.
 4. Noise from the proposed use will comply with the standards of the Vallejo Municipal Code, as demonstrated by a noise survey conducted by the applicant, and there are adequate provisions in the VMC and the attached conditions for enforcement of the City’s noise standards, should the use generate noise complaints.
 5. The applicant has substantial experience with alcohol service and other similar venues, and the California Department of Alcohol Beverage Control has no record of disciplinary action against the applicant.
 6. The Vallejo Police Department (VPD) has reviewed the applicant’s operations and security plan and does not have concerns related to crime or other impacts on Police services, provided the applicant installs security cameras approved by VPD and provides new lighting in the parking lot.
- B. The impacts, as described in Finding III.A above, and the location of the proposed conditional use are consistent with the city general plan. The Project is consistent with all applicable policies of General Plan 2040, including the following:

1. Policy CP-3.8: Recreational and Cultural Facilities. Encourage recreational and cultural venues in neighborhoods, corridors, urban villages, and downtown, including private commercial recreational facilities, to complement activities and programs provided by GVRD.

Consistency Finding: The project reestablishes the site as a venue for cultural events.

2. Policy NBE-1.10: Historic Resources: Encourage the protection, rehabilitation, and reuse of historic buildings and structures.

Consistency Finding: By introducing an economically viable new use, the project facilitates rehabilitation and reuse of this City landmark building.

3. Policy NBE-2.3: Inviting, Compatible Design. Promote attractive development that is compatible with surrounding uses.

Consistency Finding: The proposed exterior changes will improve the appearance of the property and will not adversely affect surrounding uses.

4. Policy NBE-3.6: Start Up Space. Promote a variety of incubator and small office opportunities.

Consistency Finding: The Project provides flexible "co-working" office space that is targeted toward small businesses.

5. Policy NBE-3.13: Neighborhood Character. Preserve the character of existing single-family residential neighborhoods.

Consistency Finding: As discussed in Finding III.A, the project will not have substantial adverse impacts on the adjacent residential neighborhood due to lack of parking, excessive noise, alcohol service, or other impacts.

6. Policy NBE-5.13: Noise Control. Ensure that noise does not affect quality of life in the community.

Consistency Finding: See Finding III.A.4 above.

NOW, THEREFORE, LET IT BE RESOLVED that based on the findings above, the evidence and testimony, both written and oral, presented at the public hearing, and information contained in the staff report attached hereto and incorporated herein by this reference, the Commission hereby approves Use Permit #19-0007, subject to the Conditions of Approval attached hereto as Exhibit A, and the plans attached hereto as Exhibit B.

PASSED AND ADOPTED at a regular meeting of the Architectural Heritage and Landmarks (Planning) Commission of the City of Vallejo, State of California, on the 21st day of September, 2020 by the following vote to-wit:

AYES:

NOES:

ABSENT:

DIOSDADO MATULAC, CHAIRPERSON
City of Vallejo Planning Commission

Attest:

GILLIAN HAYES, SECRETARY
City of Vallejo Planning Commission

Exhibits:

- A. Conditions of Approval
- B. Project Plans

**CONDITIONS OF APPROVAL
USE PERMIT #UP19-0007
444 ALABAMA STREET
APN: 0056-071-110**

PROJECT DESCRIPTION

Convert the existing Veteran's Memorial Hall to a private event venue with alcohol service and hours of operation until 2 a.m. on Fridays and Saturdays and on Halloween and New Year's Eve.

A. Planning Division

Staff Contact: Aaron Sage, (707) 648-5391, aaron.sage@cityofvallejo.net

Pre-Building Permit:

1. Prior to building permit issuance, obtain approval of Certificate of Appropriateness #19-0030 (if not already granted at the time of this Permit's approval).
2. Prior to building permit issuance, submit a numbered list to the Planning Division with a written response on how each condition of project approval contained in this report will be satisfied. The list should be submitted to the project planner who will coordinate development of the project. The approved conditions of approval shall be included in the permit set after the cover sheet with each condition listed and how the applicant will address each condition in writing.
3. Prior to building permit issuance, the Planning Division shall confirm that the building permit drawings and subsequent construction substantially conform with the approved Planning application drawings (dated May 15, 2020) and applicable conditions of approval.
4. Prior to building permit issuance, submit 3 sets of landscaping plans prepared by a registered landscape architect to the Planning Division for review and approval. The requirement for a registered landscape architect may be waived at the discretion of the Planning Manager. Landscape plans shall comply with Chapter 16.70 (VMC), and are to include the following:
 - a. Six (6) City-approved street trees to be planted at least 6 feet from any sewer line;
 - b. New landscaping along Marin Street side of building.
 - c. Specification of low-growth-type species adjacent to doors, windows, and walkways;
 - d. Low-water-using and drought-resistant plant materials;
 - e. Screening of the required backflow preventers;
 - f. All trees to be a minimum of 24-inch box, double staked; at least 50 percent of the proposed shrubs shall be a minimum of 5-gallon;
 - g. Irrigation plan indicating all components of the irrigation system including sprinklers and other outlets, valves, backflow prevention devices, controllers, piping and water usage.
5. Prior to building permit issuance, include new parking lot lighting in plans and submit a photometric study demonstrating that a minimum lighting level of one foot-candle will be

provided throughout the parking lot. All exterior lighting shall be approved by the International Dark Sky Association.

6. Prior to building permit issuance, include security cameras acceptable to Vallejo Police Department in plans.

Overall Project:

7. All vents, gutters, downspouts, flashings, electrical conduits, etc., shall be painted to match the color of the adjacent surface.
8. All mechanical equipment and utility meters shall be screened in a manner approved by the Planning Division. Electrical transformers shall be screened or placed underground.
9. Proposed landscaping shall be completed prior to obtaining certificate of occupancy.
10. Required landscaping shall be maintained in a neat, clean, and healthy condition. This shall include pruning, mowing of lawns, weeding, removal of litter, fertilizing, replacement of plants when necessary, and the regular watering of all plantings.
11. All roof-mounted mechanical devices and their components such as air conditioners, heating equipment, exhaust fans, vents or ducts, or similar equipment shall be screened from view in a manner approved by the Planning Division. All wall-mounted air conditioners shall be flush mounted.
12. Obtain an inspection from the Planning Division prior to occupancy/final building inspection. All inspections require a minimum 24-hour notice. Occupancy permits shall not be granted until all construction and landscaping is completed and finalized in accordance with the approved plans and required conditions of approval or a bond has been posted to cover all costs of the unfinished work as agreed to by the Planning Manager.
13. Construction-related activities shall be limited to between the hours of 7 a.m. and 6 p.m., Monday through Saturday. No construction is to occur on Sunday or federal holidays. Construction equipment noise levels shall not exceed the City's maximum allowable noise levels. (Vallejo Municipal Code ("VMC") Chapter 16.72)
14. The project shall be constructed and operated in accordance with the authorized use as described in the application materials (including security plan), staff report, and approved plans (dated May 15, 2020), as attached to the September 21, 2020 Planning Commission staff report and as amended by the following Conditions of Approval (COA). Any additional uses or facilities other than those approved with this permit as described in the project description and the approved plans will require a separate application and approval. Any deviation from the approved drawings and COA shall require prior written approval from the Planning Manager or his or her designee.
15. Hours of operation for the event venue shall be limited to 6 a.m. to 11:30 p.m. on Sunday through Thursday, and 6 a.m. to 2 a.m. of the following day on Friday, Saturday, Halloween (October 31) and New Year's Eve.

16. The building operator shall reduce parking demand from the proposed uses to the greatest extent feasible. At minimum, parking demand management strategies shall include the following:
 - Encouraging event participants through website, contract language and other means to carpool or use public transit, ride-sharing or other alternative transportation modes. Prior to occupancy, the applicant shall provide documentation of compliance.
 - Providing on-site, secure bike parking for employees and office and/or artist space users. Such parking shall be installed on the site prior to occupancy.
 - Providing a white loading zone in front of the venue, in accordance with the standards of the City's traffic engineer. Loading zone shall be installed prior to occupancy.
 - Providing off-site parking on available properties in the vicinity. Prior to occupancy, the applicant shall provide copies of signed leases for such parking. If the applicant was unable to secure such parking, the applicant shall provide documentation that good-faith efforts have been made to secure such parking.
17. Prior to occupancy, the Vallejo Police Department shall inspect the new security cameras and confirm proper placement and positioning and access to applicant recordings.
18. Prior to occupancy/final building inspection, obtain a sign permit and Certificate of Appropriateness from the Planning Division prior to the erection of any sign, including flags, banners, etc. All signs shall comply with Chapter 16.64 (VMC) and the Secretary of the Interior's Standards for the Treatment of Historic Properties.
19. The Planning Manager or his/her designee shall conduct a site visit prior to the issuance of an occupancy permit by the Building Division to confirm compliance with approved plans, conditions of approval, and code requirements.
20. The Use Permit shall expire 24 months from the date of approval unless construction permits are obtained and work has begun. The expiration date shall be September 21, 2022 (if approved on September 21, 2020).
21. If the Planning Division, either independently or as a result of complaints from the public, becomes aware that the use is being conducted in a manner which violates the conditions of this use permit or other applicable City regulations, and Planning staff is unable to obtain compliance or abatement, staff will refer the use permit to the Planning Commission for possible suspension or revocation per Section 16.82.110, Vallejo Municipal Code. If the City determines that noise from the establishment is exceeding City standards, the applicant shall immediately reduce noise levels or reduce hours of operation as necessary to meet such standards. Additional noise insulation, dampening or other treatments may then be installed so as to allow noise levels to be increased in compliance with City standards, subject to verification by City staff.
22. 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

Staff Contact: Steve Arnold, (707) 648-4387, steve.arnold@cityofvallejo.net

1. Permits required per California Code of Regulations, Title 24 and applicable City Ordinance in effect at the time of completed Building Permit application date and required fees paid at time of application.

C. Vallejo Flood and Waste Water

Staff Contact: Gus Silva, (707) 648-8949, gussilva@vallejowastewater.org

1. Prior to building permit issuance, applicant shall submit a Sanitary Sewer & Storm Drain Information Form and pay District Connection Fees.
2. Prior to building permit issuance, applicant shall complete a Pre-Treatment Questionnaire and include a grease trap in the plans, if required.

D. Public Works

Staff Contact: Philip Ho, (707) 554-5902, Philip.ho@cityofvallejo.net

1. **PLANS.** Submit civil engineering plans. Plans to show a Pre-Application Stormwater Control Plan Checklist. Update plans to address all redlined comments on the attachment. Plans to provide a project description which clearly defines the scope of work including confirming if the project proposes parking lot pavement repairs with no change to grades and flow lines. If affirmative, project might be considered as maintenance under C.3.c.ii.(b)(ii) and not be subject to C.3. Otherwise, project would be further evaluated for C.3 compliance. In the case of a maintenance project, C.3 is not required; however, the project may still elect to include C.3 elements (landscaping, bioretention basins, drain pipes) in its scope of work. Note that such elective C.3 elements are desirable from a stormwater flow control standpoint even though they are not required under C.3 from a permitting standpoint.
2. **PLANS.** Prior to plan approval, payment of plan check fee, inspection fees, and bonds for public improvements are required.
3. **PLANS.** Plans to show limits of work. Plans to show an abbreviation list, labels, and legends for hatch patterns. Plans to show an engineering scale.

4. **DRAIN.** Plans to call out sidewalk cross drain using a minimum 3-inch diameter drain pipe. See City DWG No. 3-19.
5. **ROW.** Plan to identify all privately owned facilities using a color coded legend. The property line is about 14 feet behind the back of sidewalk. Plan shows privately owned facilities in City ROW. This includes bioretention basins, sidewalk cross drains, paved parking lot, wheel stops, signage, landscaping, concrete work, pedestrian walkway, detectable warning surfaces, stairway, fence and gate, and others as noted on plans. Applicant shall operate and maintain all said facilities in City ROW in perpetuity. Applicant shall enter into an Encroachment Agreement and an O&M Agreement with the City of Vallejo, and pay all required fees thereof by the City of Vallejo and Solano County.
6. **ROW.** Plans to show trash enclosure with no gate access encroachment into City ROW. Plan shows trash enclosure with gate access on Quincy Alley. Privately owned gate doors may not encroach into Quincy Alley which is in City ROW. The trash enclosure shall be oriented in such a manner as to allow gate doors to open within the property. This may require modifications to parking stall #19.
7. **FENCE & GATE.** Plans to call out any removal of existing bollards, fence and gate and any new installations of bollards, fence and gates. Gate doors may not swing out into and/or encroach into the sidewalk or travel way.
8. **ADA.** Project shall comply with ADA accessibility requirements. The project plan shall include ADA requirement for review. (VMC Chapter 16.75.030; PW22).
9. **SIDEWALK.** Replace sections of sidewalk on Alabama Street where sidewalk presents a trip hazard. Per ADA, a trip hazard is defined as a lift (vertical displacement) or a gap (horizontal displacement) of ¼ inch or greater. Per VMC 10.04.010, the owner or occupant of the property is responsible for repairs of sidewalk.
10. **DRIVEWAY.** Project to remove abandoned driveway along the property frontage, and replace with new sidewalk, curb and gutter. (VMC 10.04.270). Marin Street has an unused driveway.
11. **PARKING.** For events utilizing the 3rd floor, or greater, an on-street parking mitigation plan shall be developed and implemented to minimize impacts to the surrounding residential streets to the satisfaction of the City Engineer.
12. **TRASH ENCLOSURE.** Plans to depict existing and/or proposed trash enclosure. A closed trash enclosure is required. See VMC 7.44.040 and Solano County Code 23-22.
13. **WATER.** Water meter and backflow device are in public sidewalk. Normally it is not acceptable. It should be discussed with Water Department.

Public Works - Standard Conditions of Approval

The following code requirement conditions will apply prior to detailed construction plans submitted to the city for review:

- PW1. **HOW PROJECT CONDITIONS SATISFIED.** Prior to building permit issuance, submit a numbered list to the **Planning Division** stating how each condition of project approval contained in this report will be satisfied. The list should be submitted to the project planner who will coordinate development of the project.
- PW2. **PUBLIC IMPROVEMENT STANDARDS.** All public improvements shall be designed to City of Vallejo standards and to accepted engineering design standards. The **City Engineer** has all such standards on file and the Engineer's decision shall be final regarding the specific standards that shall apply. (COV, Regulations & Standard Specifications, 2011).
- PW3. **IMPROVEMENT PLANS.** Prior to building permit submittals, submit three sets of plans to the **Department of Public Works** for plan check review and approval. (Improvement or civil plans are to be prepared by a licensed civil engineer.) Plans are to include, but may not be limited to, grading and erosion control plans, improvement plans, joint trench utility, street light plans, and landscaping, irrigation and fencing plans and all supporting documentation, calculations and pertinent reports. (COV, Regulations & Standard Specifications, 2011, Section 1.1.7–A).
- PW4. **N/A**
- PW5. **LINE OF SIGHT CRITERION.** In design of grading and landscaping, line of sight distance shall be provided based on Caltrans standards. Installation of fencing, signage, above ground utility boxes, etc. shall not block the line of sight of traffic and must be set back as necessary. (VMC, Chapter 10.14).
- PW6. **N/A**
- PW7. **DUST AND EROSION CONTROL.** All dust and erosion control shall be in conformance with City standards and ordinances. (VMC, Sections 12.40.050 & 12.40.070).
- PW8. **N/A.**
- PW9. **DRIVEWAY STANDARDS.** Entrances to any private project must be standard driveway approaches unless deviation is permitted by the **City Engineer**. (VMC, Section 10.04.260).
- PW10. **STREET EXCAVATION PERMIT.** Obtain a street excavation permit from the **Department of Public Works** prior to performing any work within City streets or rights-of-way, or prior to any cutting and restoration work in existing public streets for utility trenches. All work shall conform to City standards. (VMC, Chapter 10.08).
- PW11. **ENCROACHMENT PERMIT.** Prior to building permit issuance, obtain an encroachment permit from the **Department of Public Works** for all work proposed within the public right-of-way. (VMC, Chapter 10.16).
- PW12. **TRAFFIC CONTROL PLAN.** Prior to start of construction; submit a traffic control plan to the **Department of Public Works** for review and approval. (CA MUTCD).

- PW13. **COORDINATION OF CONSTRUCTION INSPECTION.** Construction inspection shall be coordinated with the **Department of Public Works** and no construction shall deviate from the approved plans. (COV, Regulation & Standard Specification Sections 1.1.4 & 1.1.5).
- PW14. **PLAN CHANGES.** The project design engineer shall be responsible for the project plans. If plan deviations are necessary, the project engineer must first prepare a revised plan or details of the proposed change for review by the **Department of Public Works** and, when applicable, by **Vallejo Flood and Wastewater District**. Changes shall be made in the field only after approval by the City. At the completion of the project, the design engineer must prepare and sign the "as built" plans. (COV, Regulation & Standard Specification Section 1.1.9).
- PW15. **BONDS AND FEES.** Prior to approval of construction plans, provide bonds and pay applicable fees. Bonding shall be provided to the City in the form of a "Performance Surety" and a separate "Labor and Materials Surety" in amounts stipulated by City ordinance. (VMC, Section 15.12.090)
- PW16. **INSTALL IMPROVEMENTS.** Prior to occupancy/final building inspection, install the improvements required by the **Department of Public Works** including but not limited to streets and utilities.
- PW17. **SIDEWALK REPAIR.** Prior to occupancy/final building inspection, remove and replace any broken curb, gutter, sidewalk or driveway approach as directed in the field by the **City Engineer**. (VMC, Section 10.04).
- PW18. **N/A.**
- PW19. **N/A.**
- PW20. **N/A.**
- PW21. **SIGNAL INTERCONNECT CABLES.** There may be fiber optic and /or copper signal inter connect cables located at the edge of the roadway or under the sidewalk. The plans should address either the relocation of these cables or a note should be made of the cable location. A warning should be included on the plans stating that if the cable damaged, the entire length of the cable between the two nearest hubs will be will be replaced by the contractor unless otherwise authorized by the City Engineer.
- PW22. **ADA COMPLIANCE WITHIN CITY ROW.** In order to ensure ADA compliance within any and all City ROW, ADA compliance will be addressed in accordance to the state government and federal codes: HEALTH AND SAFETY CODE DIVISION 13 PART 5.5. ACCESS TO PUBLIC ACCOMMODATIONS BY PHYSICALLY HANDICAPPED PERSONS [19955 - 19959.5] (Part 5.5 added by Stats. 1969, Ch. 1560.) http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=HSC&division=13.&title=&part=5.5.&chapter=&article= GOVERNMENT CODE DIVISION 5 CHAPTER 7 ACCESS TO PUBLIC BUILDINGS BY PHYSICALLY HANDICAPPED PERSONS [4450 – 4461] (Chapter 7 added by Stats. 1968, Ch. 261.)

http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=5.&title=1.&part=&chapter=7.&article=
FEDERAL AMERICAN WITH DISABILITIES ACT OF 1990
https://www.ada.gov/2010_regs.htm

E. FIRE PREVENTION

Staff Contact: Vincent Sproete, (707) 648-4565, Vincent.sproete@cityofvallejo.net

1. In accordance with the 2016 California Fire Code rooms or areas containing controls for HVAC systems, electrical panels, automatic fire extinguishing systems, fire alarm equipment or other detection, suppression or control elements shall be identified with appropriate signs. (Boiler Room)
2. A flush-mounted (recessed) Knox Box (key box) mounted no higher than 5 feet above the finished floor containing appropriate keys for emergency Fire Department access shall be provided. The minimum size box is the 3200 series with a hinged door and recessed mounting kit. The tamper kit is not required, box color may be any of the Knox options. It takes approximately two weeks for delivery. For more information call the Fire Prevention Division at (707) 658-4565 or visit www.knoxbox.com
3. Keys for the Knox Box entry system required by the Fire Department shall be attached to durable tags with permanent marking identifying the door(s) or lock(s) that the key functions with. i.e. "MASTER" or "MECHANICAL ROOM". Keys shall include the Oddfellows building.
4. Prior to final inspection, the minimum fire-extinguisher requirement shall be one 2A-10BC rated portable unit in such locations so that maximum floor-travel distance does not exceed 75' to the nearest extinguisher from any portion of the building with a maximum of 3,000 square feet of floor area surveyed. Plan submittal shall include the proposed location of extinguishers. Final location shall be approved in the field by the Fire Department.
5. All fire extinguishers shall be mounted in a conspicuous and readily accessible location either on a bracket or within an approved storage cabinet. Fire extinguishers shall be mounted so the top of the unit is 3 feet to 5 feet off the finished floor. If the extinguisher is not readily visible, a sign shall be located directly above the extinguisher. The sign shall be legible and of a contrasting color with its background. Final installation measures and identification signage shall be approved in the field by the Fire Department prior to final inspection.
6. All interior curtains and decorations, including stage dressings, shall be Flame Retardant treated in accordance with the California Code of Regulations Title 19 Article 8 and 9 and the 2016 California Fire Code Chapter 8. Due prior to final inspection.
7. Means of egress illumination shall be provided and maintained at any time the building is occupied. The means of egress shall be illuminated of not less than 1 foot candle power and shall be approved by the Fire Prevention Division prior to sign-off of the final inspection.

8. Emergency exit lighting shall be provided at or near all exits and as designated by the Fire Marshal. Final exit lighting shall be approved by the Fire Marshal prior to sign-off of the final inspection.
9. In accordance with the 2016 California Fire Code Chapter 10, all emergency lighting and exit signs lights shall have two separate sources of power.
10. In accordance with California Fire Code Section 605.6, All open junction boxes and open wiring splices shall be covered with an approved cover.
11. A fire alarm system is required for this building, please submit two sets of fire alarm plans and obtain permit from the Fire Marshal's Office prior to installation. Please include listed device selections cut sheets. Fire Alarm System's must be designed and installed by a C-10 Licensed Contractor or be certified as a Fire/Life Safety Technician on all systems that exceed 100VA.
12. Provide 5 year service certification of the existing partial fire sprinkler system or remove non-required system.
13. Obtain Building Permit and inspection approval for the existing electrical, mechanical, and plumbing systems.
14. Label all utility main shut off gas valves and electrical breakers.
15. Label all curcuit breakers for their intending use in all electrical panals. Due prior to final inspection.
16. Provide a California Building Code approved illuminated exit sign over all required exits. Due prior to final inspection.
17. In accordance with the 2016 California Fire Code Chapter 10, provide directional exit signage as needed. Due oprior to final inspection.
18. All buildings shall comply with California Building Code, Chapter 10 Means of Egress requirments. Including but not limited to; exit signs, exit doors, exit hardware and exit illumination.
19. All board up material and non-conforming locking devices shall be rmoved from the exit openings.
20. Provide certification from a California Professional Licensed Engineer certifying the fire escape system is in good working order or install an exit staircase that meets Building Code requirements.
21. Remove all combustibile materials out of the means of egress exit area.
22. Provide ROOF ACCESS sign.
23. Prior to final inspection, post an occupant load sign in a conspicuous place near the main exit from all rooms designated as "Assembly Areas". The sign shall read as follows:

Maximum Occupants;

General _____ (Calculations shall be provided by the Architect)

24. Businesses will require an annual fire department permit for "Places of Assembly" A permit fee of \$386.00 will be due and payable annually.

25. A final inspection is required from the Fire Department.

F. WATER DIVISION

Staff Contact: Rosaly Zambrana, (707) 648-4305, rosaly.zambrana@cityofvallejo.net

1. Building plans shall indicate the location of existing water services (meter, plumbing), proposed new meter and backflow. Backflow access shall not be restricted by fencing, partitions, or landscaping. Please provide a utility plan showing the size and location of the existing water main and other utilities to avoid any conflicts with the position of the new meter and backflow assemblies.
2. Existing 1 ½" water meter shall be reactivated.
3. Application and payment to City of Vallejo Water Department will be assessed and required before Building Permit is approved.

LIST OF DRAWINGS

ARCHITECTURAL

- A-1 Title, Site Plan, Code Analysis, List of Drawings, Notes
- A-2 Existing Plans, Accessibility Standards
- A-3 First Floor Plan, Partial Plan & Elevations
- A-4 Second Floor Plan, Partial Plan & Elevations
- A-5 Third, Balcony & Partial Floor Plans, Elevations
- A-6 Partial Third Floor Plan, Stair Plans, Elevations & Details
- A-7 Elevator Plan & Section, Lift Plans & Elevations, Storfront Elevation, Vanity & Railing Details
- A-8 First & Second Floor Ceiling/Lighting Plans
- A-9 Third Floor Ceiling/Lighting Plans, Details
- A-10 Door Schedule, Outline Specs, Notes and Room Finishes

STRUCTURAL

- SO.1 Specifications and Notes
- S-1 First Floor Plan & Trash Enclosure Details
- S-2 Second Floor Plan & Sections
- S-3 Third Floor Plan, Lift & Elevator Details
- S-4 Roof Plan & Details
- S-5 Stair Plans & Details
- S-6 Steel Details & Sections

CIVIL

- C-1 Existing Site Plan
- C-2 Proposed Site Plan
- C-2.1 Proposed Parking Imporvement Plan
- C-3 Proposed Drainage Plan
- C-4 City Standard Details
- C-4.1 City Standard Details
- C-4.2 Site Details
- C-5 Site Accessibility Details

MECHANICAL

- MO.1 Legends, Notes, Schedules
- MO.2 Mechanical Specifications
- M2.1 First Floor HVAC Plan
- M2.2 Second Floor HVAC Plan
- M2.3 Third Floor HVAC Plan
- M2.4 HVAC Roof Plan
- M3.1 Mechanical Details
- M3.2 Mechanical Details

ELECTRICAL

- SE-1 Site Plan Electrical
- SE-2 Single Line Siagram and Notes
- SE-3 Switchgear Drawings
- EO.1 Electrical Legend, Lighting Fixture Schedule
- EO.1B Details and Lighting Fixture Schedule
- EO.2 Electrical Specifications
- EO.3 Dimmer Lighting Controls
- EO.4 Dimmer Lighting Controls
- EO.5 Vive System Cut Sheets
- EO.6 Vive System Cut Sheets
- E2.1 First Floor Power and Signal Plan
- E2.2 Second Floor Power and Signal Plan
- E2.3 Third Floor Power and Signal Plan
- E2.4 First Floor Lighting Plan
- E2.5 Second Floor Lighting Plan
- E2.6 Third Floor Lighting Plan
- E2.7 Electrical Roof Plan
- E3.1 Single Line Diagram and Panel Schedules
- E3.2 Panel Schedules

PLUMBING

- PO.1 Plumbing Legend, Notes and Schedules
- PO.2 Plumbing Specifications
- P2.1 First Floor Waste and Vent Plumbing Plan
- P2.2 Second Floor Waste and Vent Plumbing Plan
- P2.3 Third Floor Waste and Vent Plumbing Plan
- P2.4 First Floor Hot and Cold Water and Gas Piping Plan
- P2.5 Second Floor Hot and Cold Water and Gas Piping Plan
- P2.6 Third Floor Hot and Cold Water and Gas Piping Plan
- P2.7 Plumbing Roof Plan
- P3.1 Plumbing Details

CODE ANALYSIS

BUILDING CONSTRUCTION TYPE: III NON RATED
OCCUPANCY TYPE: A-2 AND B
OCCUPANT LOAD:
FIRST FLOOR: 60
SECOND FLOOR: 117
THIRD FLOOR: 395
BALCONY: 130
TOTAL 702 PEOPLE

TOTAL BUILDING SQUARE FOOTAGE = 29,500 SF

REQUIRED PLUMBING FIXTURES

FIRST FLOOR:
PER 2016 CALIFORNIA PLUMBING CODE, TABLE A FOR GROUP B OCCUPANCY
OCCUPANT LOAD: 5,450 SF/200 = 30 OCCUPANTS
PER TABLE 422.1

	REQUIRED	PROVIDED
15 WOMEN	1 TOILET	2 TOILETS
	1 LAV	2 LAVS
15 MEN	1 TOILET	1 TOILET
	1 URINAL	1 URINAL
	1 LAV	2 LAVS
	1 HI/LOW DF	1 HI/LOW DF

SECOND FLOOR:
PER 2016 CALIFORNIA PLUMBING CODE, TABLE A FOR GROUP B OCCUPANCY
OCCUPANT LOAD: 5,320 SF/200 = 26 OCCUPANTS
PER TABLE 422.1

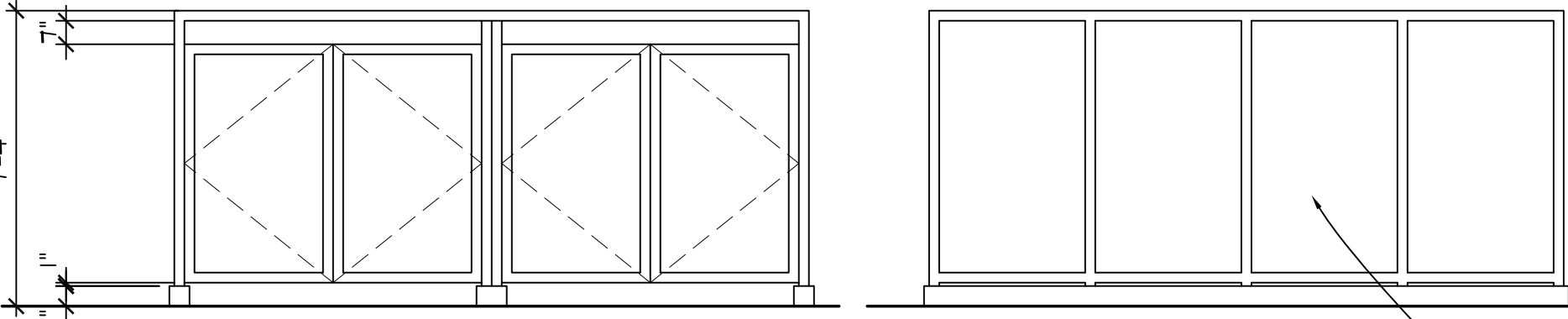
	REQUIRED	PROVIDED
13 WOMEN	1 TOILET	2 TOILETS
	1 LAV	2 LAVS
13 MEN	1 TOILET	1 TOILET
	1 URINAL	1 URINAL
	1 LAV	2 LAVS
	1 HI/LOW DF	1 HI/LOW DF

THIRD FLOOR (+ MEZZANINE + SECOND FLOOR BAR):
PER 2016 CALIFORNIA PLUMBING CODE, TABLE A FOR GROUP A-2 OCCUPANCY
OCCUPANT LOAD: 8,820 SF/30 = 294 OCCUPANTS

	REQUIRED	PROVIDED
147 WOMEN	4 TOILETS	6 TOILETS
	4 LAVS	4 LAVS
147 MEN	3 TOILETS	3 TOILETS
	3 URINALS	3 URINALS
	3 LAVS	3 LAVS
	1 HI/LOW DF	1 HI/LOW DF

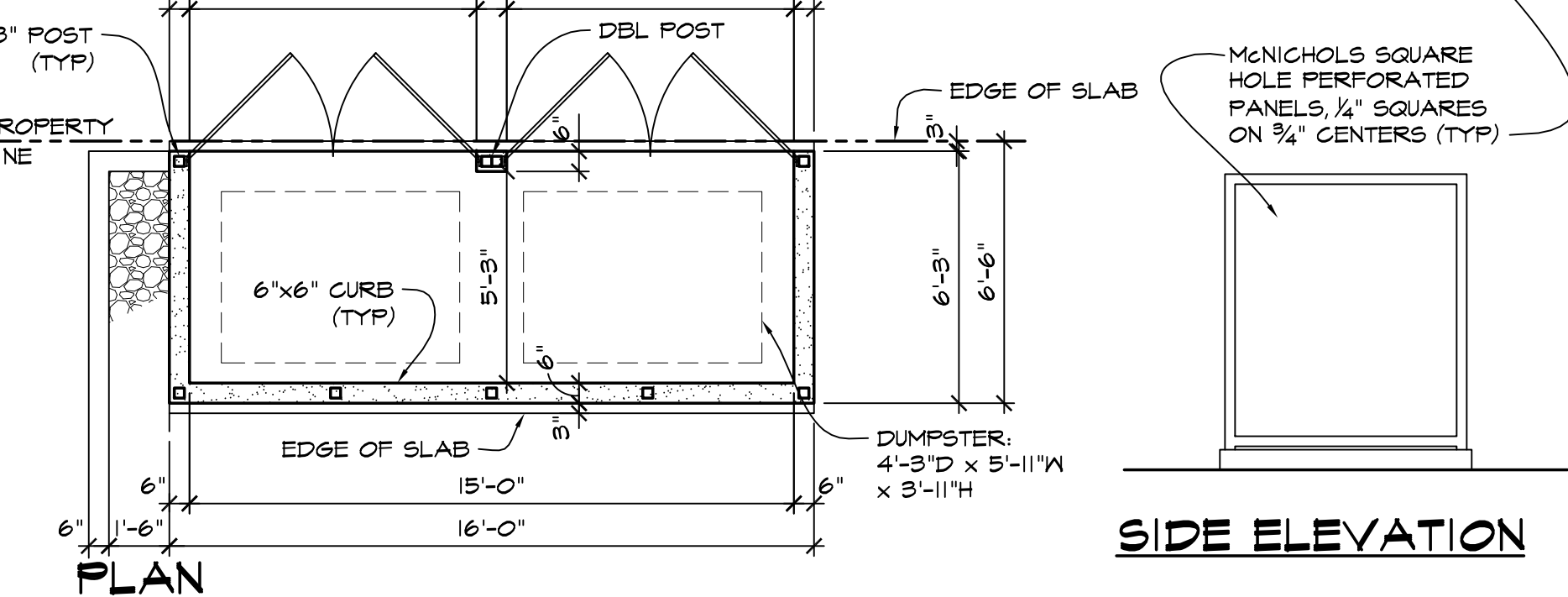
GENERAL NOTES

1. Verify all conditions and dimensions at site. Bring all discrepancies to the attention of the Architect before proceeding with the work.
2. Any errors or omissions found in the documents should be brought to the immediate attention of the Architect. Do not proceed without Architect's authorization.
3. Architect is not responsible for the means, methods or sequences of construction, job safety nor for contractors' errors.
4. Do not scale drawings. Written dimensions take precedence over scaled dimensions.
5. All dimensions are clear dimensions, unless otherwise noted.
6. Architect shall have no responsibility for the discovery, presence, testing, handling, removal or disposal of, or exposure of persons to hazardous materials of any form at the project site.
7. Provide metal backing for all wall attachments.
8. For Miscellaneous Notes, See A-10



FRONT ELEVATION

REAR ELEVATION



PLAN

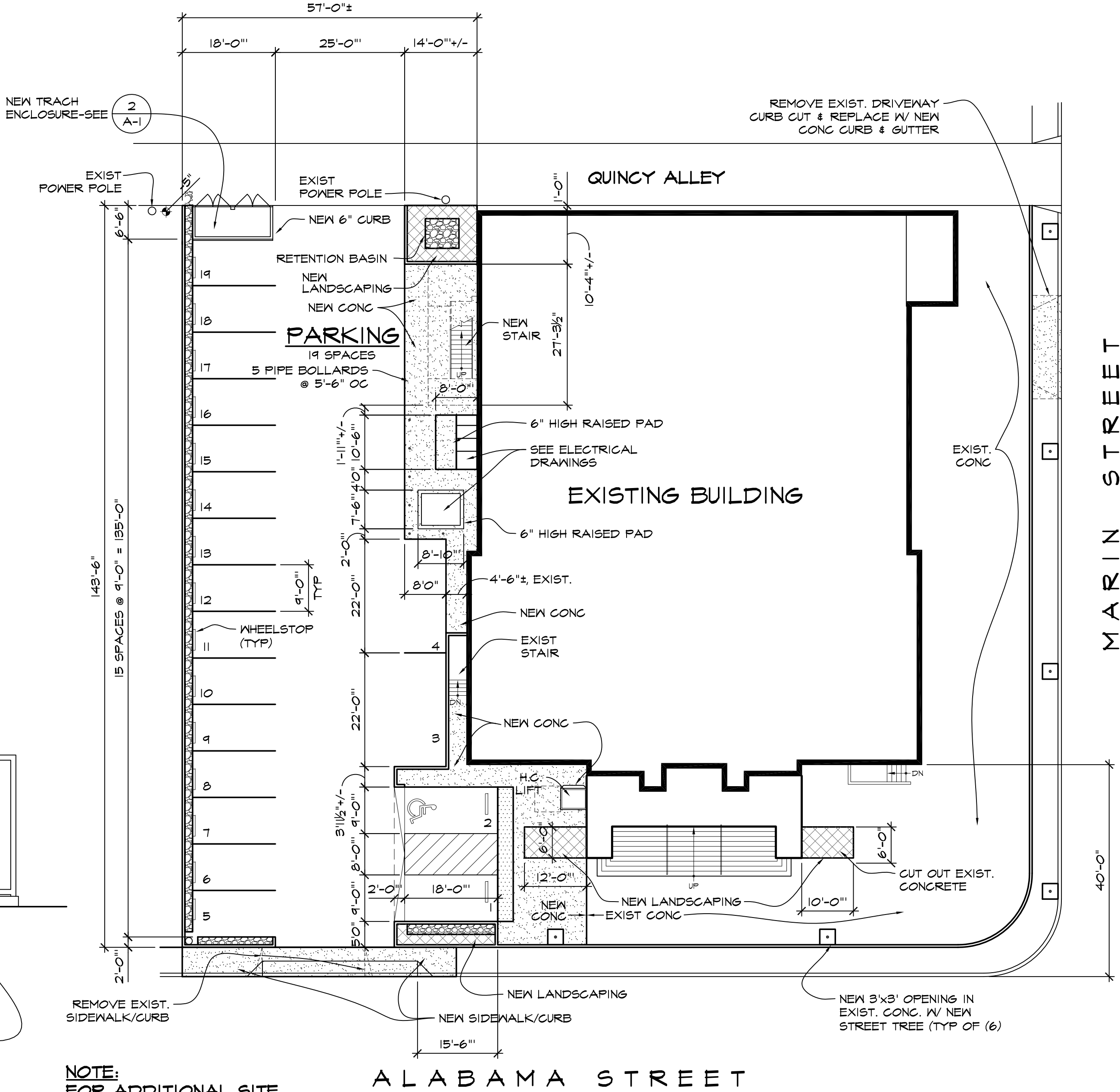
SIDE ELEVATION

2 TRASH ENCLOSURE

1/4" = 1'-0"

BUILDING REMODEL FOR THE ARMADA EVENT CENTER

444 ALABAMA STREET, VALLEJO, CA



NOTE:
FOR ADDITIONAL SITE
INFORMATION & DETAILS,
SEE CIVIL ENGINEERING
DRAWINGS

1 SITE PLAN

1/16" = 1'-0"

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REVISIONS:

BUILDING REMODEL FOR THE ARMADA EVENT CENTER

444 ALABAMA STREET, VALLEJO, CA

TITLE, CODE
ANALYSIS, SITE
PLAN, LIST OF
DRAWINGS, NOTES

DATE MAY 15, 2020

A-1

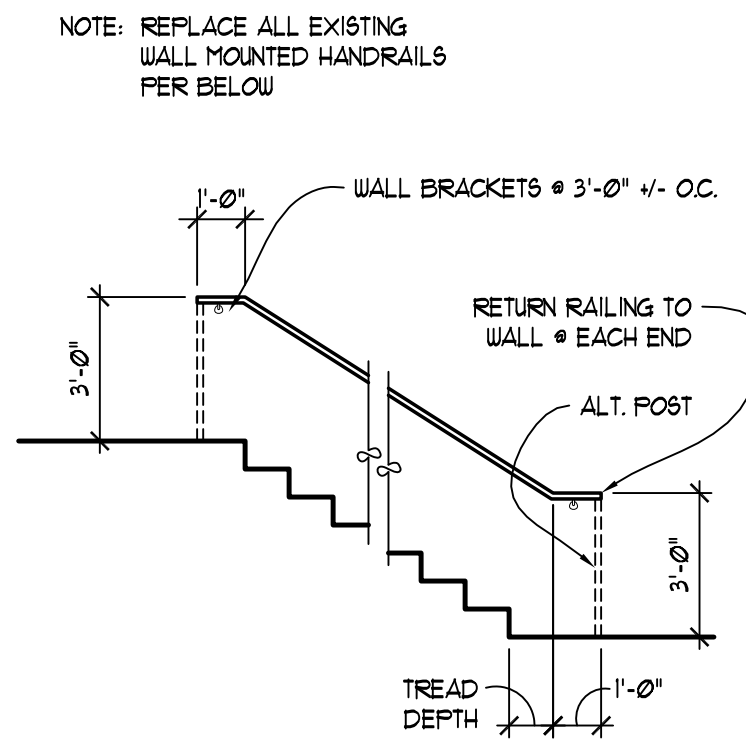
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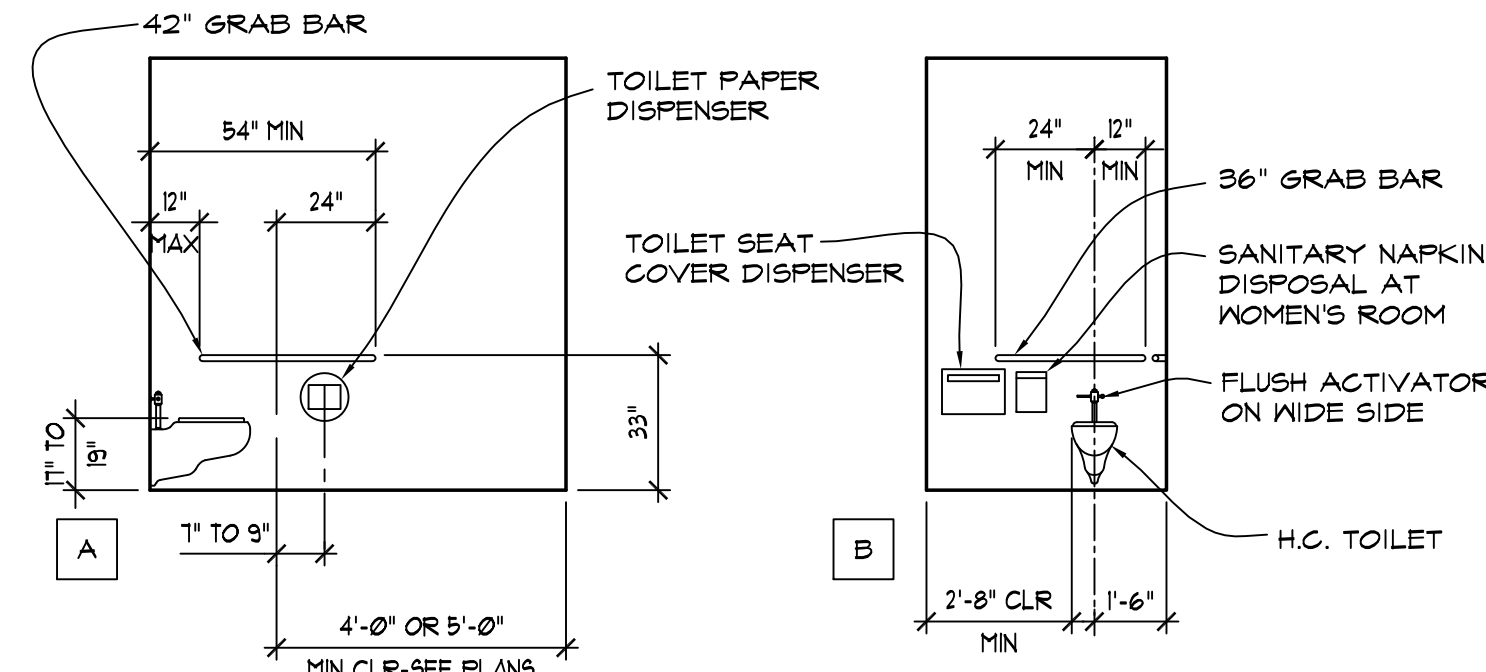
EXISTING PLANS,
ACCESSIBILITY
STANDARDS

DATE MAY 15, 2020

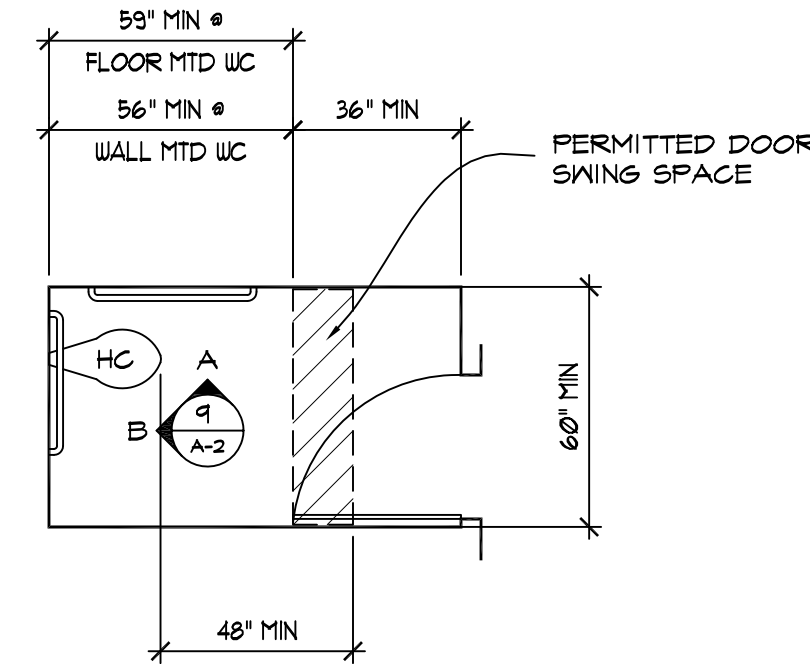
A-2



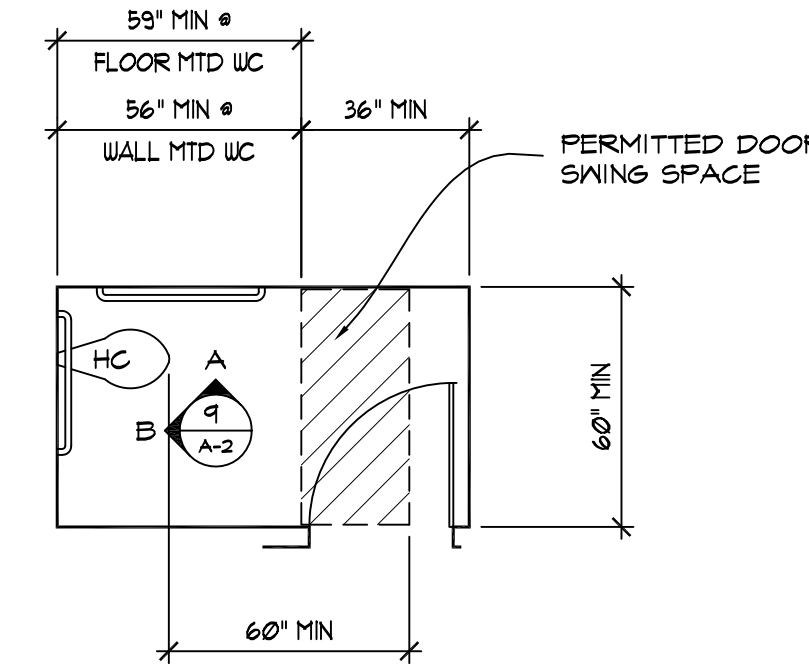
12
A-2
TYPICAL STAIR HANDRAIL
1/4" = 1'-0"



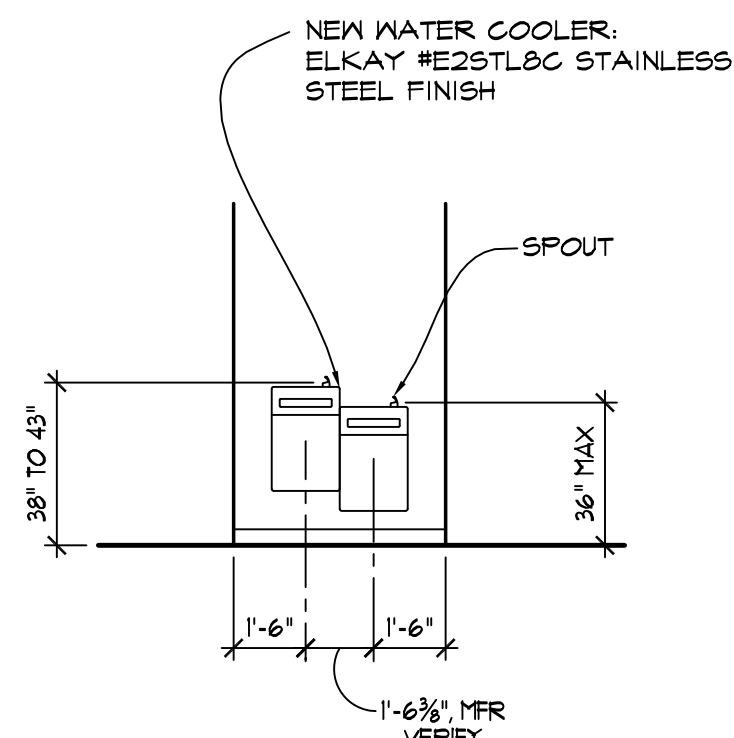
11
A-2
H.C. TOILET COMPARTMENT ELEVATIONS
1/4" = 1'-0"



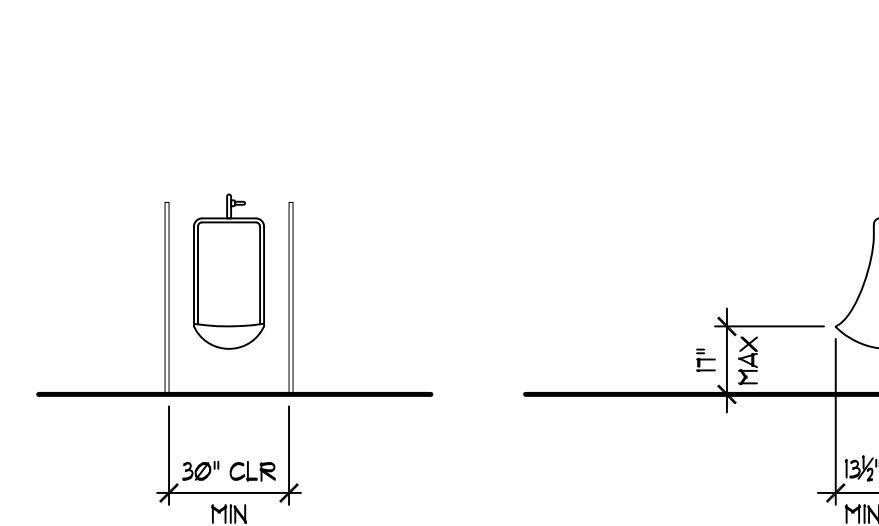
10
A-2
H.C. TOILET COMPARTMENT
END-OPENING DOOR
1/4" = 1'-0"



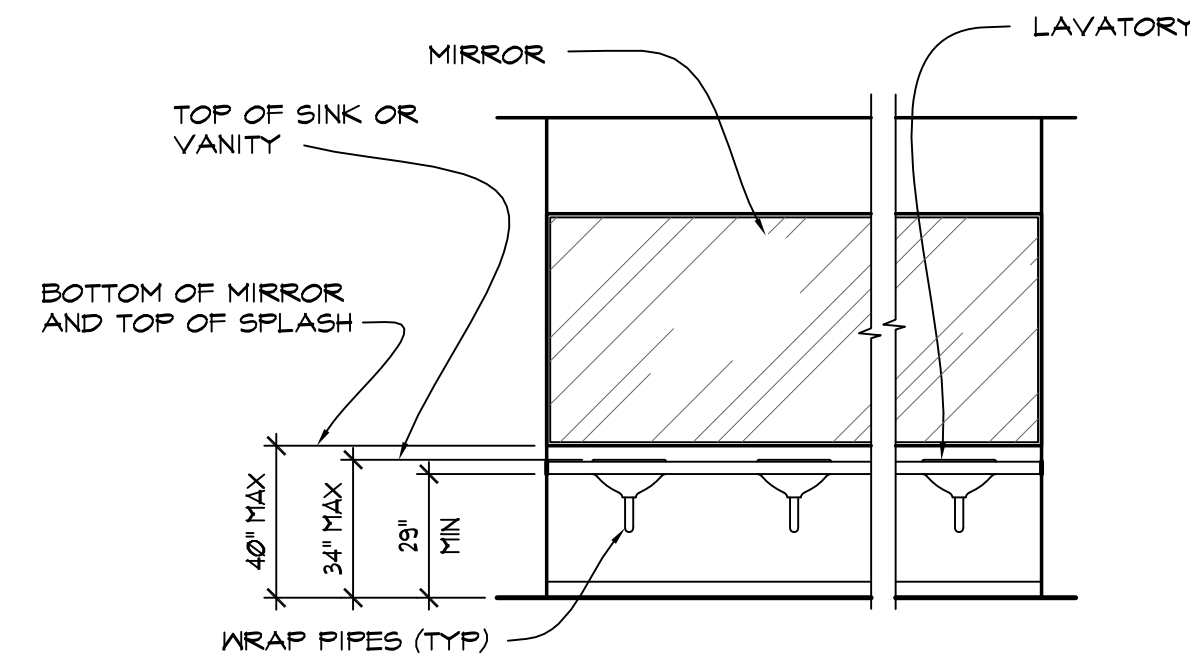
9
A-2
H.C. TOILET COMPARTMENT
SIDE-OPENING DOOR
1/4" = 1'-0"



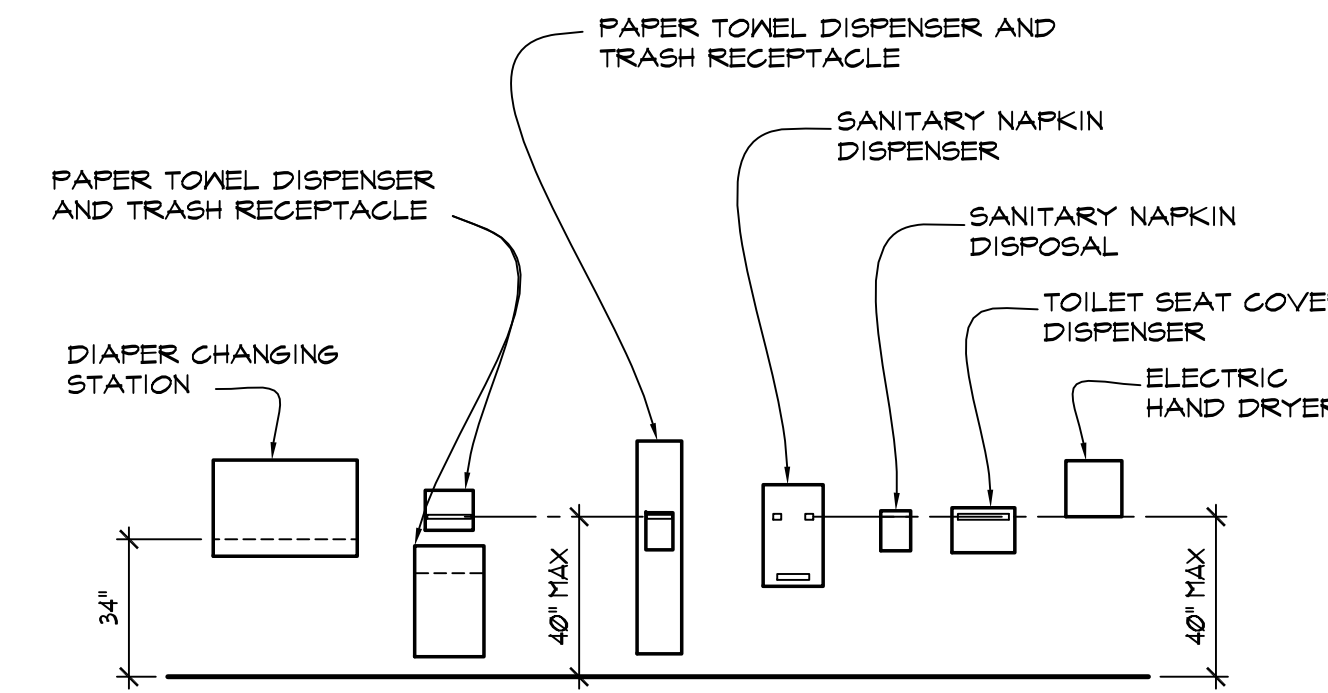
8
A-2
HI-LO DRINKING FOUNTAINS
1/4" = 1'-0"



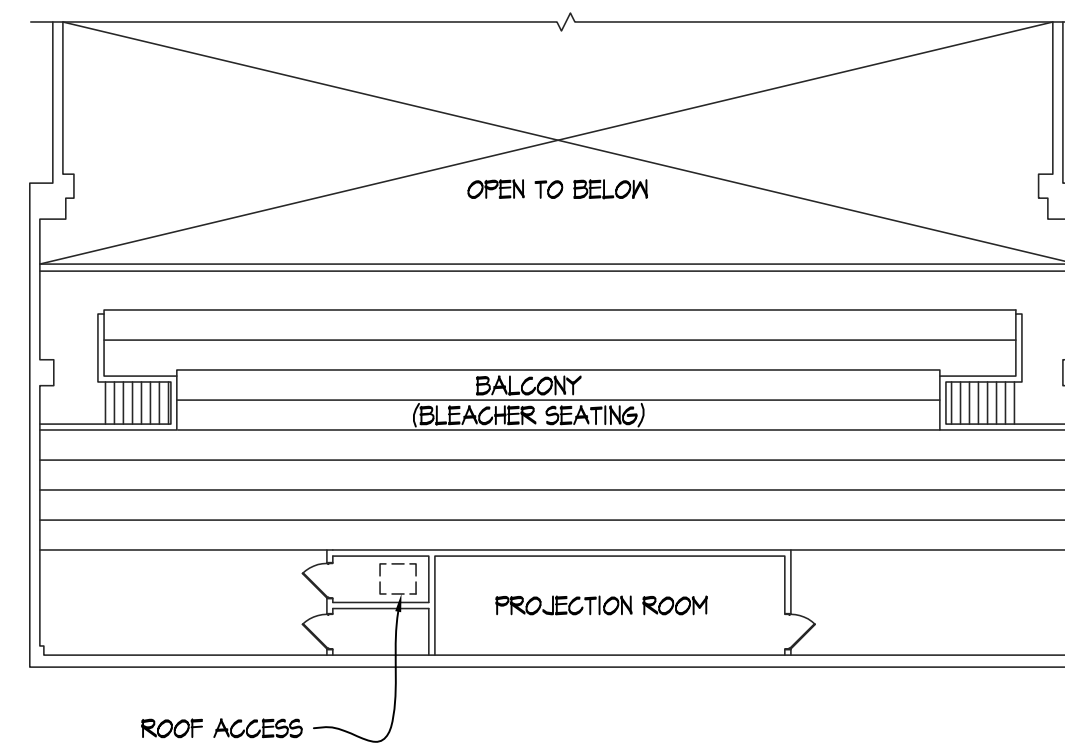
7
A-2
URINAL
1/4" = 1'-0"



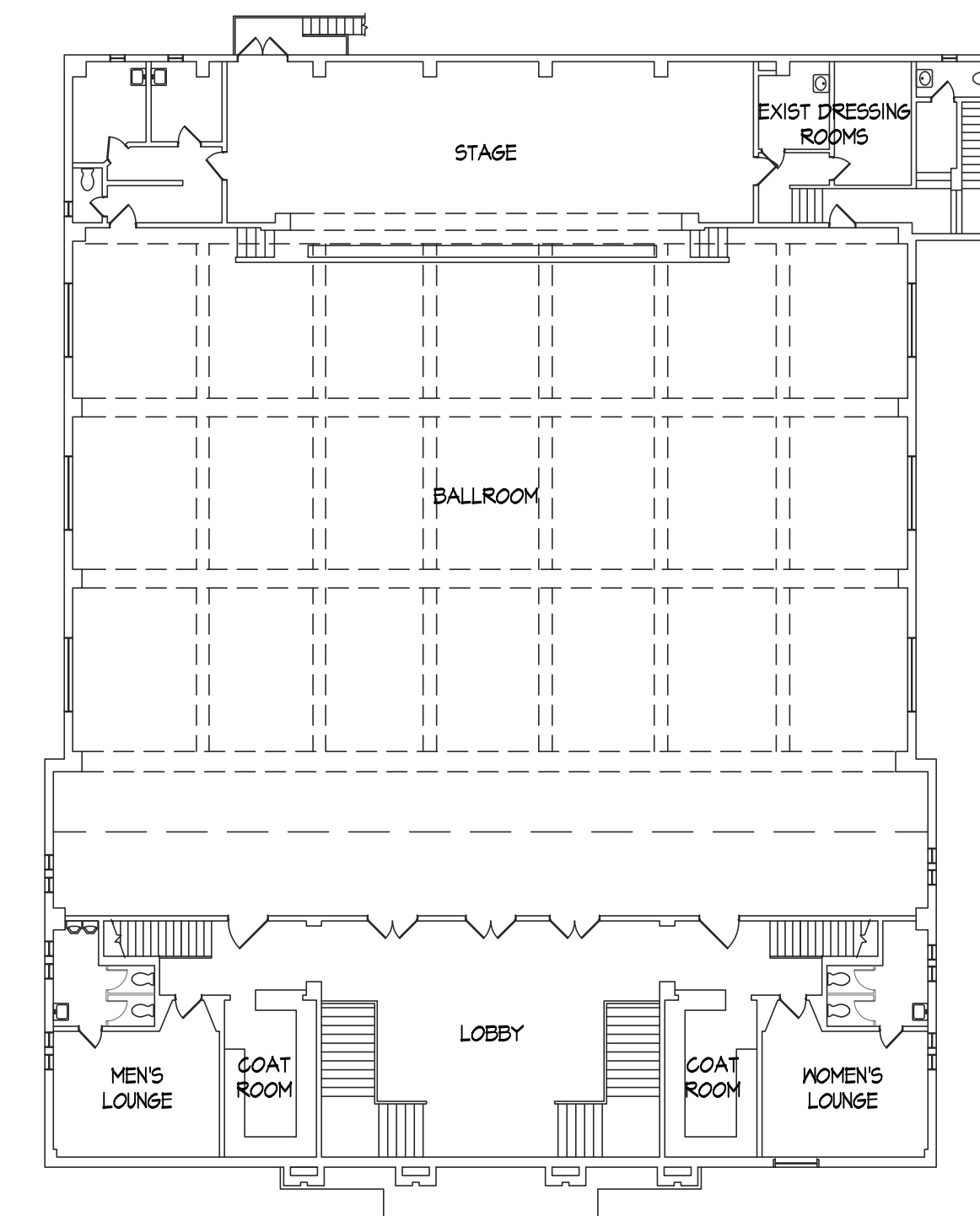
6
A-2
VANITY OR LAVATORY
1/4" = 1'-0"



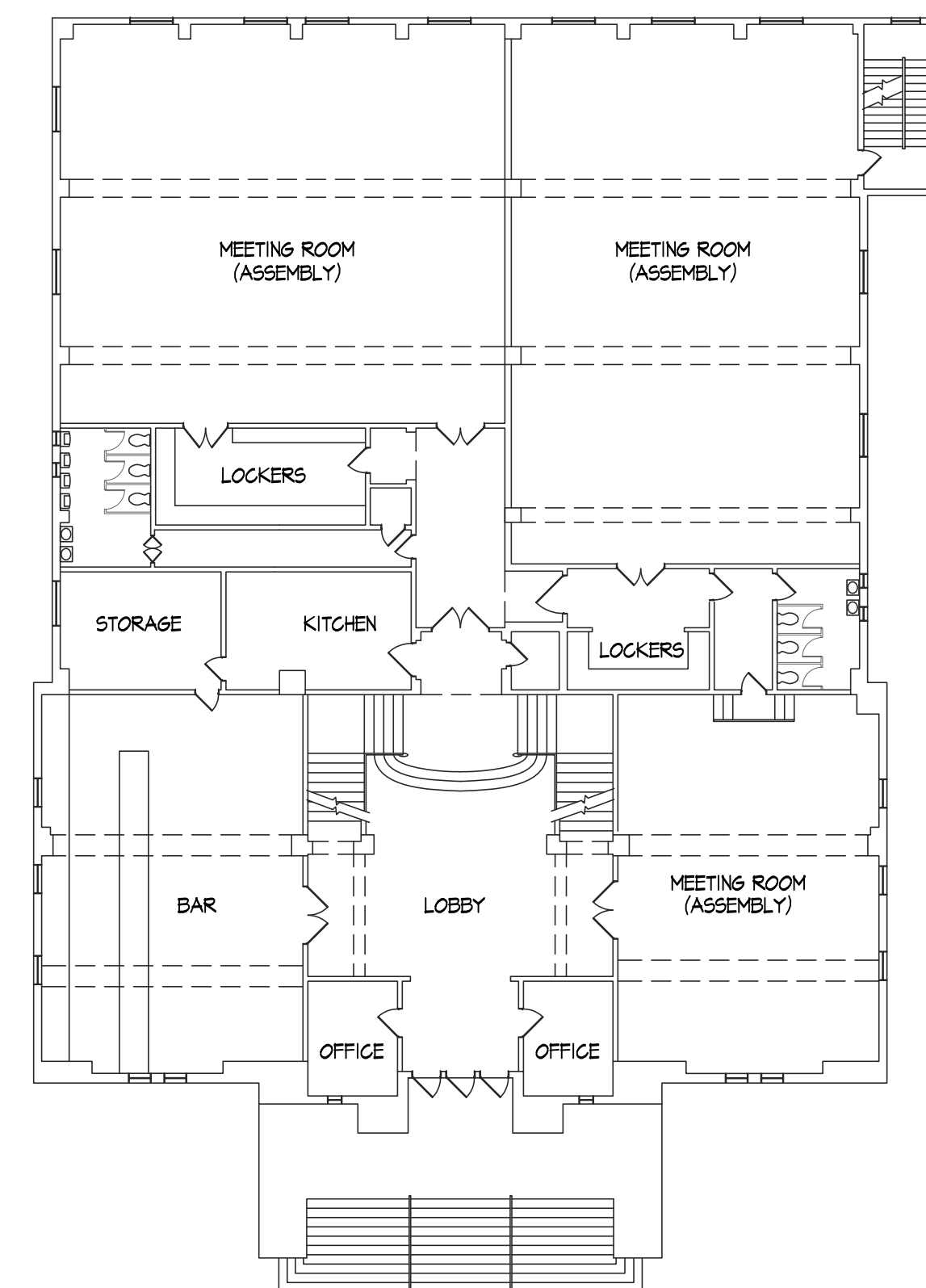
5
A-2
H.C. MOUNTING HEIGHTS
FOR TYPICAL TOILET ACCESSORIES
1/4" = 1'-0"



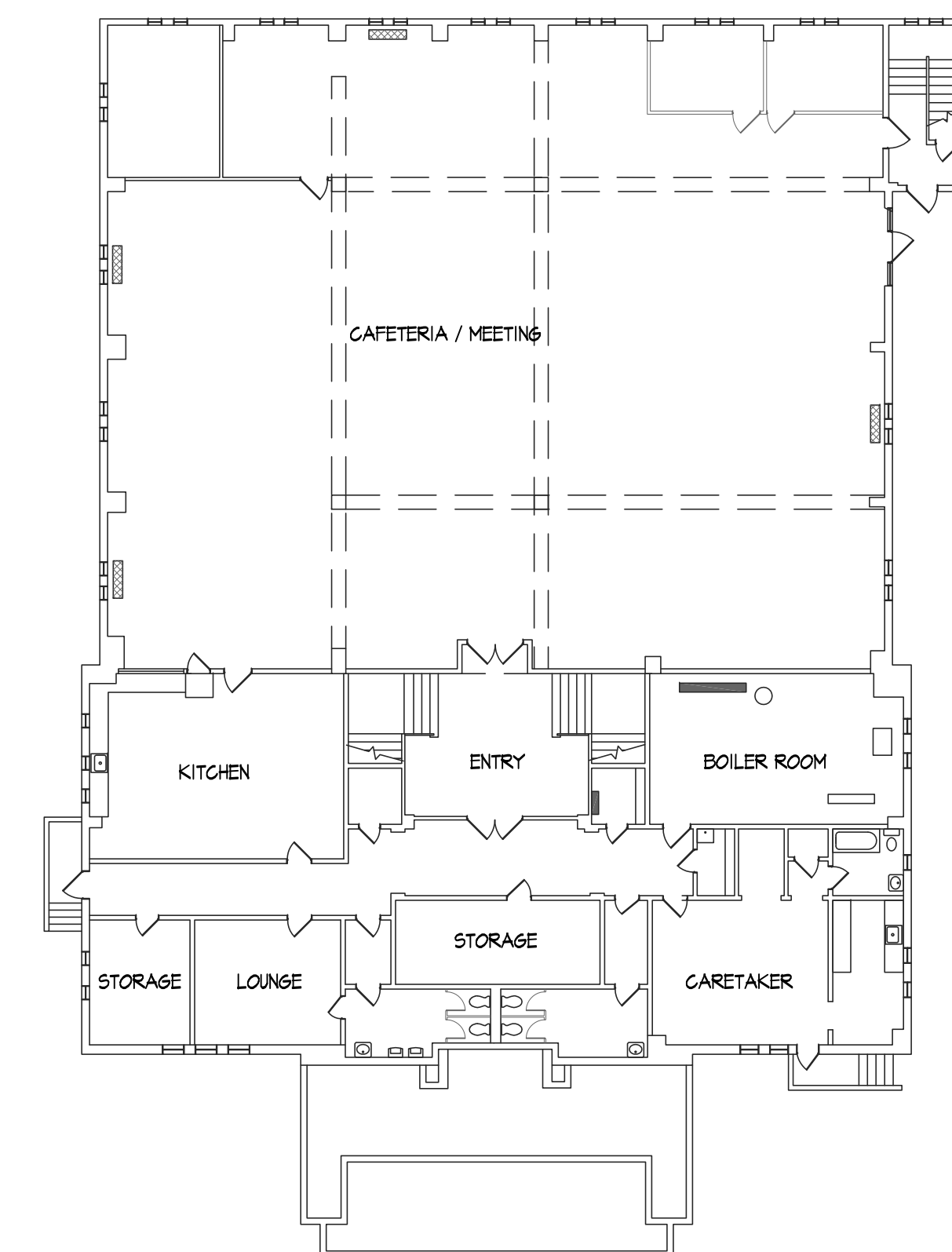
4
A-2
EXISTING BALCONY LEVEL FLOOR PLAN
1/16" = 1'-0"



3
A-2
EXISTING THIRD FLOOR PLAN
1/16" = 1'-0"

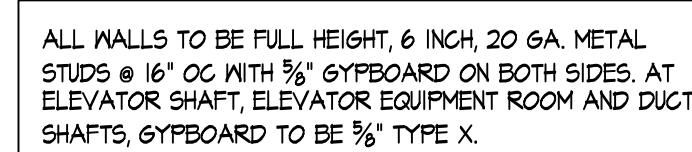


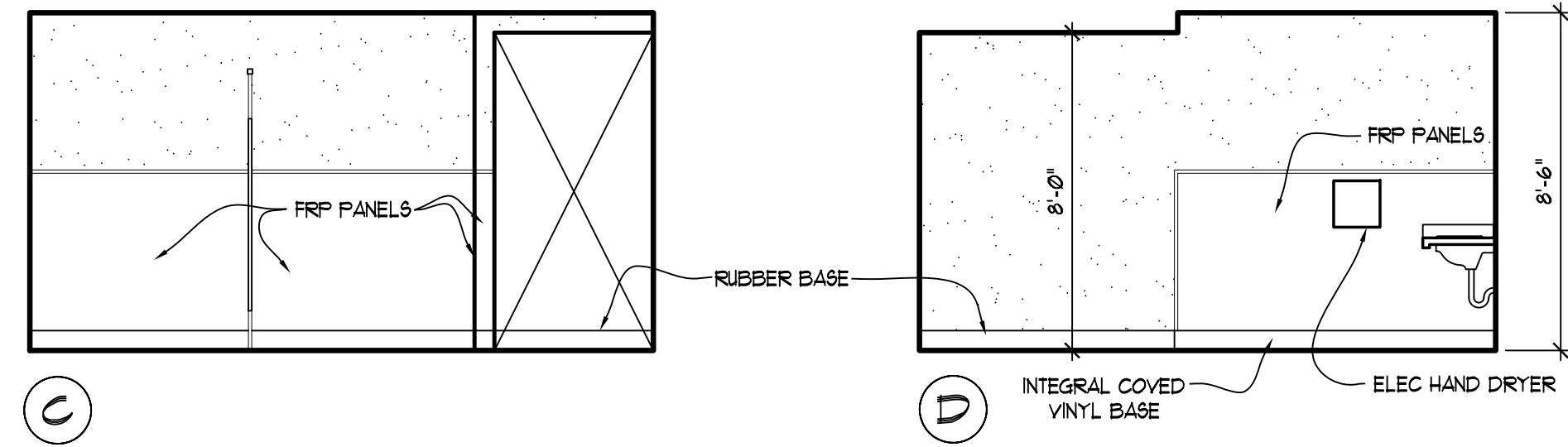
2
A-2
EXISTING SECOND FLOOR PLAN
1/16" = 1'-0"



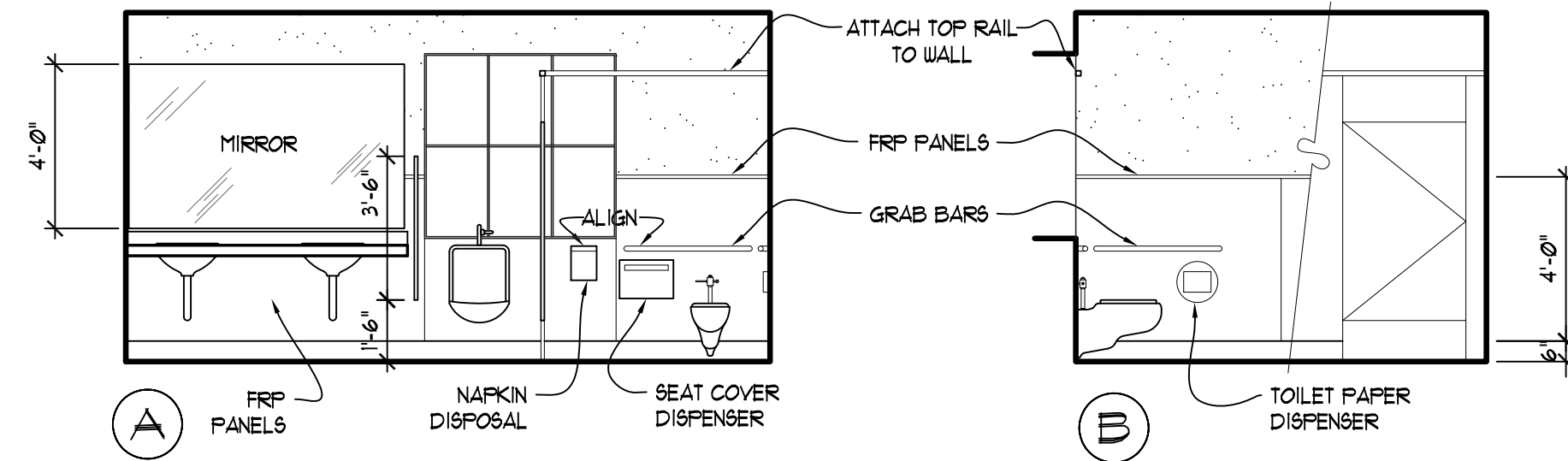
1
A-2
EXISTING FIRST FLOOR PLAN
1/16" = 1'-0"


$$1/4'' = 1'-0''$$

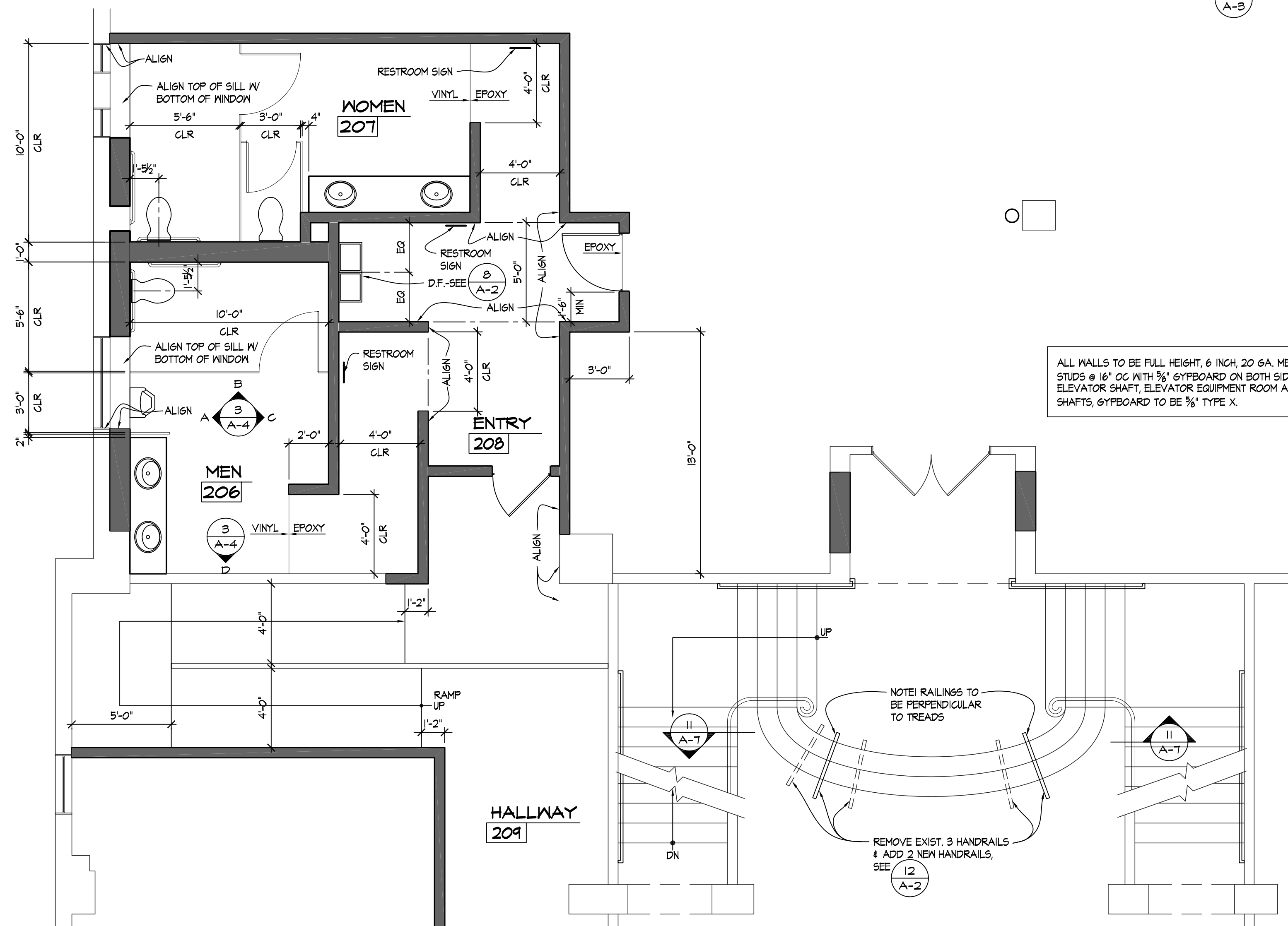
$$1/4'' = 1'-0''$$

$$1/\delta^* = 1 - \epsilon$$



NOTE: SEE 5 A-2 THRU 7 A-2 & 9 A-2 THRU 11 A-2 FOR PLUMBING FIXTURE & TOILET ACCESSORY DIMENSIONS

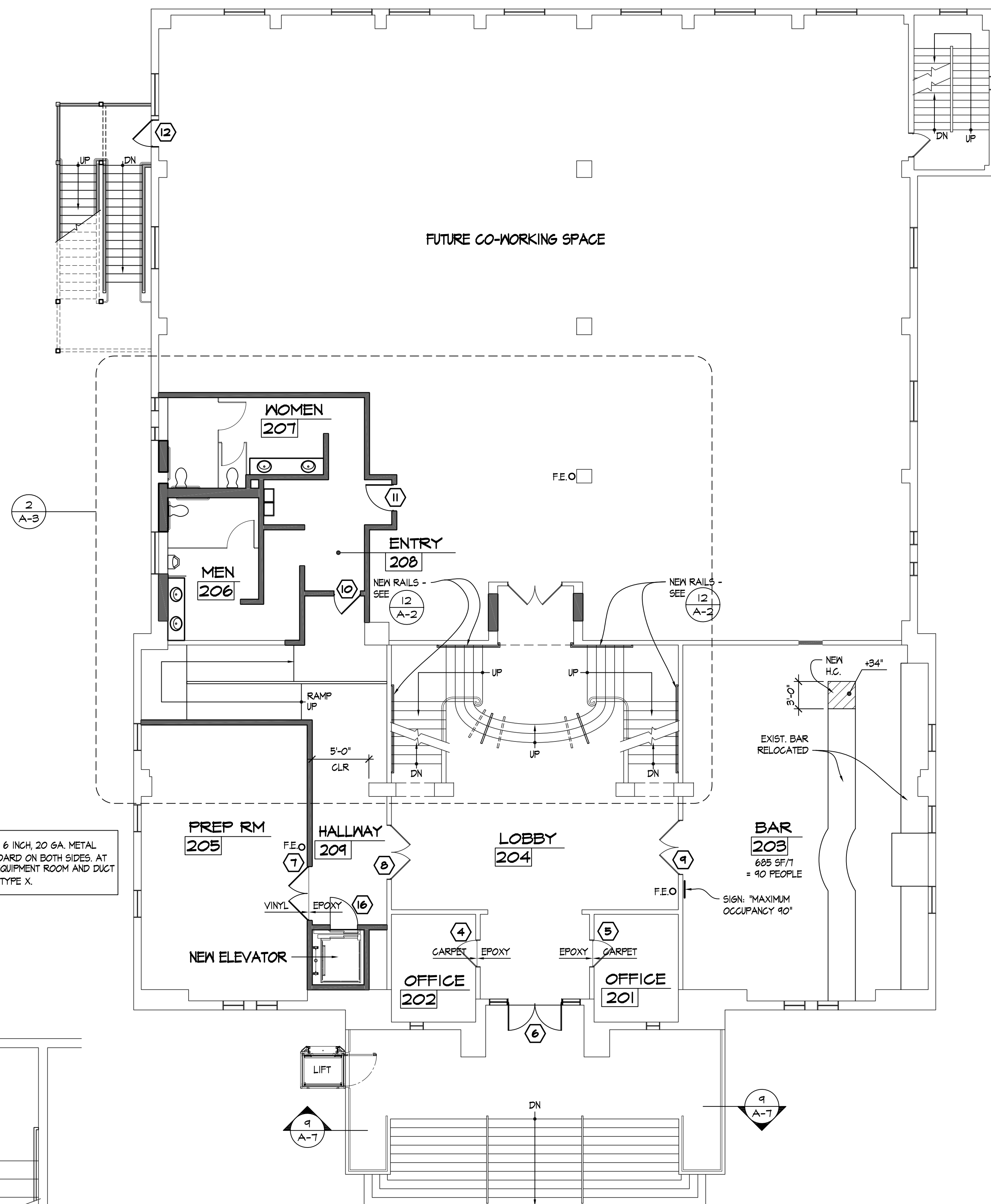


3 RESTROOM #206 ELEVATIONS
A-4 1/4" = 1'-0"



2 SECOND FLOOR PARTIAL PLAN
A-4 1/4" = 1'-0"

ALL WALLS TO BE FULL HEIGHT, 6 INCH, 20 GA. METAL STUDS @ 16" OC WITH 3/8" GYPBOARD ON BOTH SIDES, AT ELEVATOR SHAFT, ELEVATOR EQUIPMENT ROOM AND DUCT SHAFTS, GYPBOARD TO BE 3/8" TYPE X.



1 SECOND FLOOR PLAN
A-4 1/8" = 1'-0"

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REVISIONS:

BUILDING REMODEL FOR
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444 ALABAMA STREET, VALLEJO, CA

SECOND FLOOR
PLAN, PARTIAL
PLAN & ELEVATIONS

DATE MAY 15, 2020

A-4

REVISIONS:

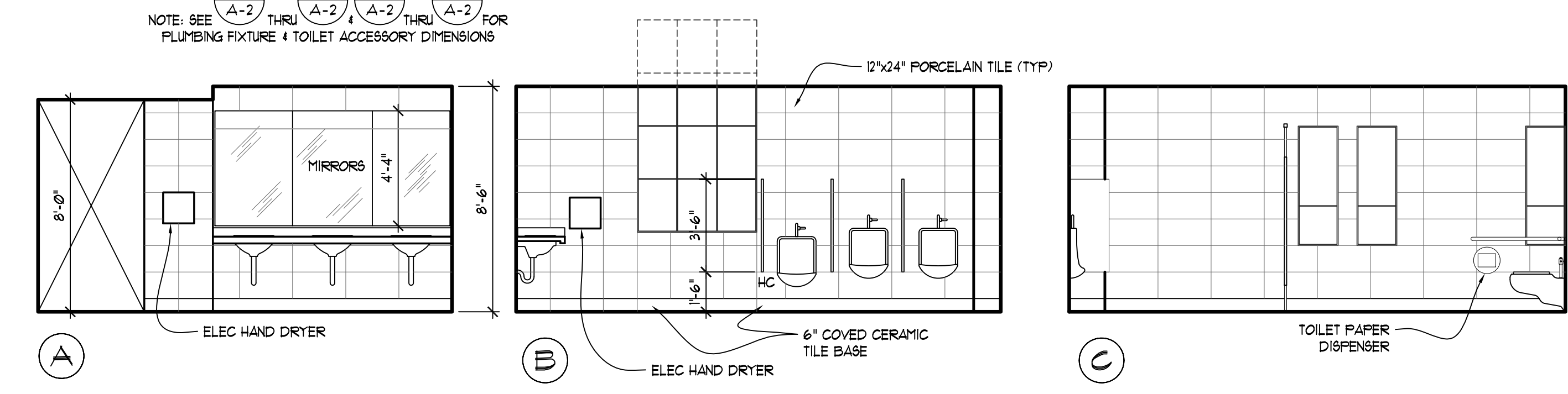
BUILDING REMODEL FOR
THE ARMADA EVENT CENTER
444 ALABAMA STREET, VALLEJO, CA

THIRD, BALCONY &
PARTIAL FLOOR
PLANS,
ELEVATIONS

DATE MAY 15, 2020

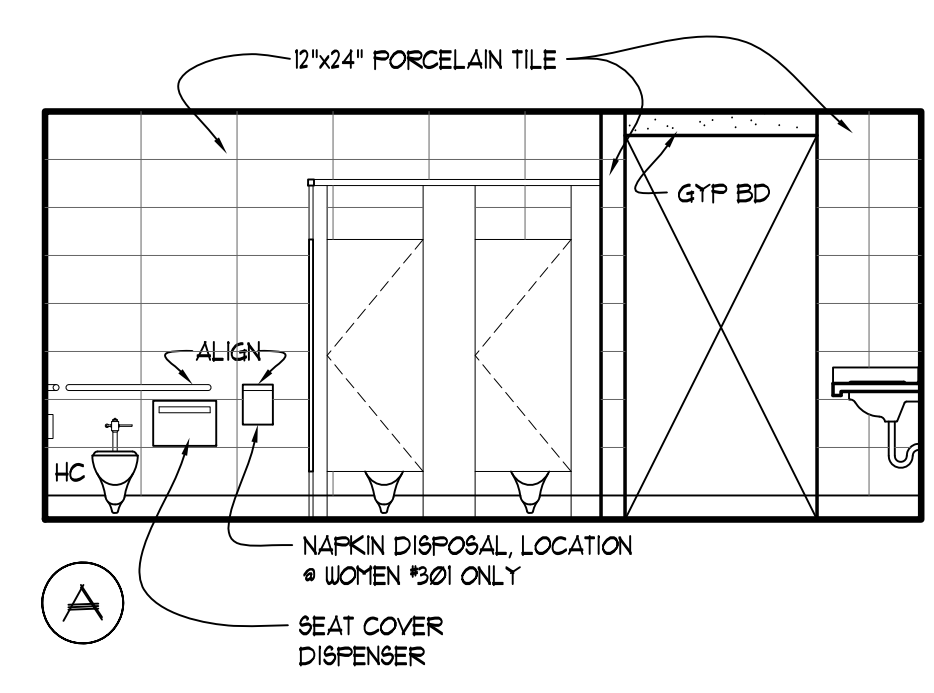
A-5

NOTE: SEE 5 A-2 THRU 11 A-2 FOR
PLUMBING FIXTURE & TOILET ACCESSORY DIMENSIONS



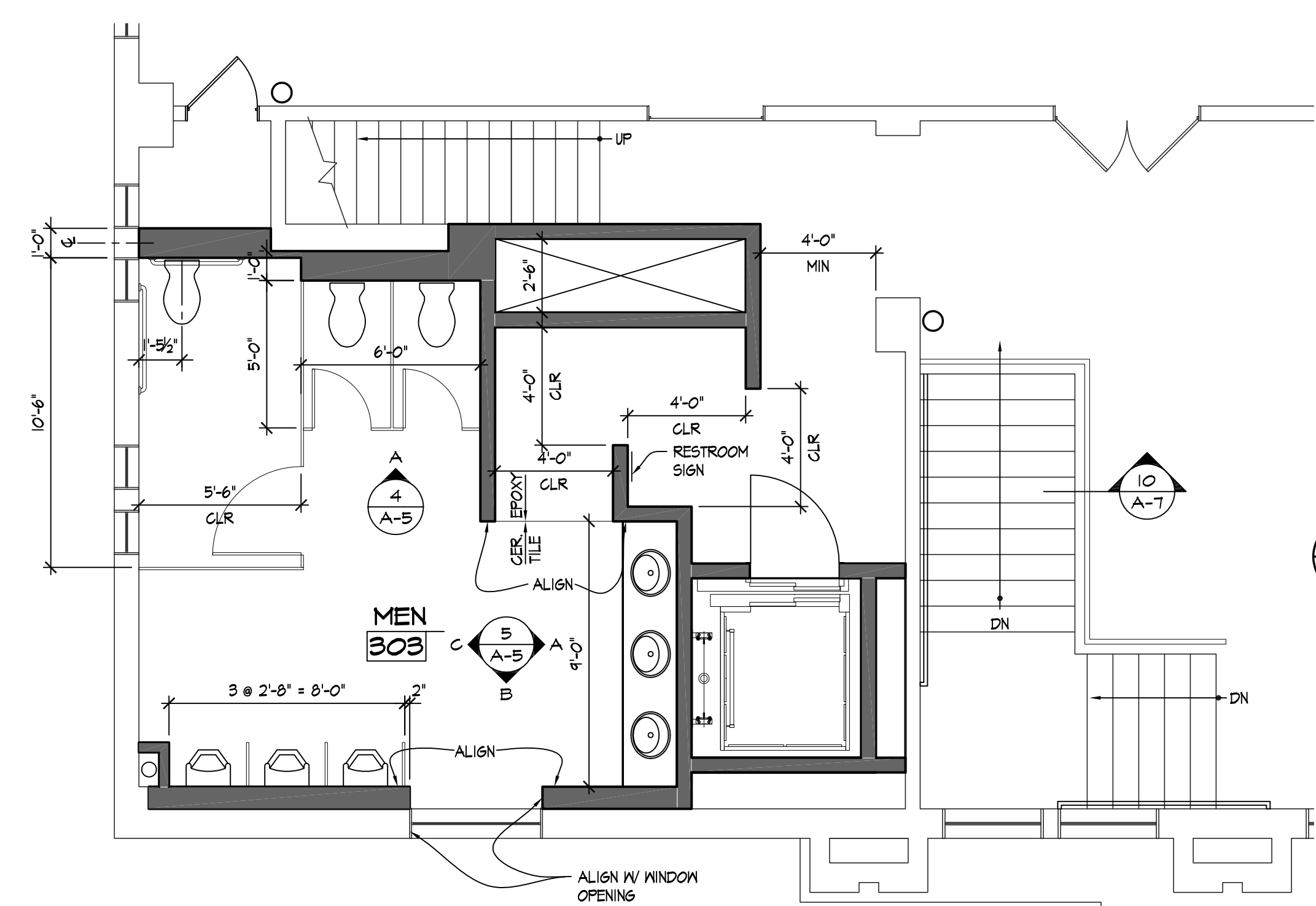
5
A-5 RESTROOM #303 ELEVATIONS
1/4" = 1'-0"

NOTE: SEE 5 A-2 THRU 11 A-2 FOR
PLUMBING FIXTURE & TOILET ACCESSORY DIMENSIONS

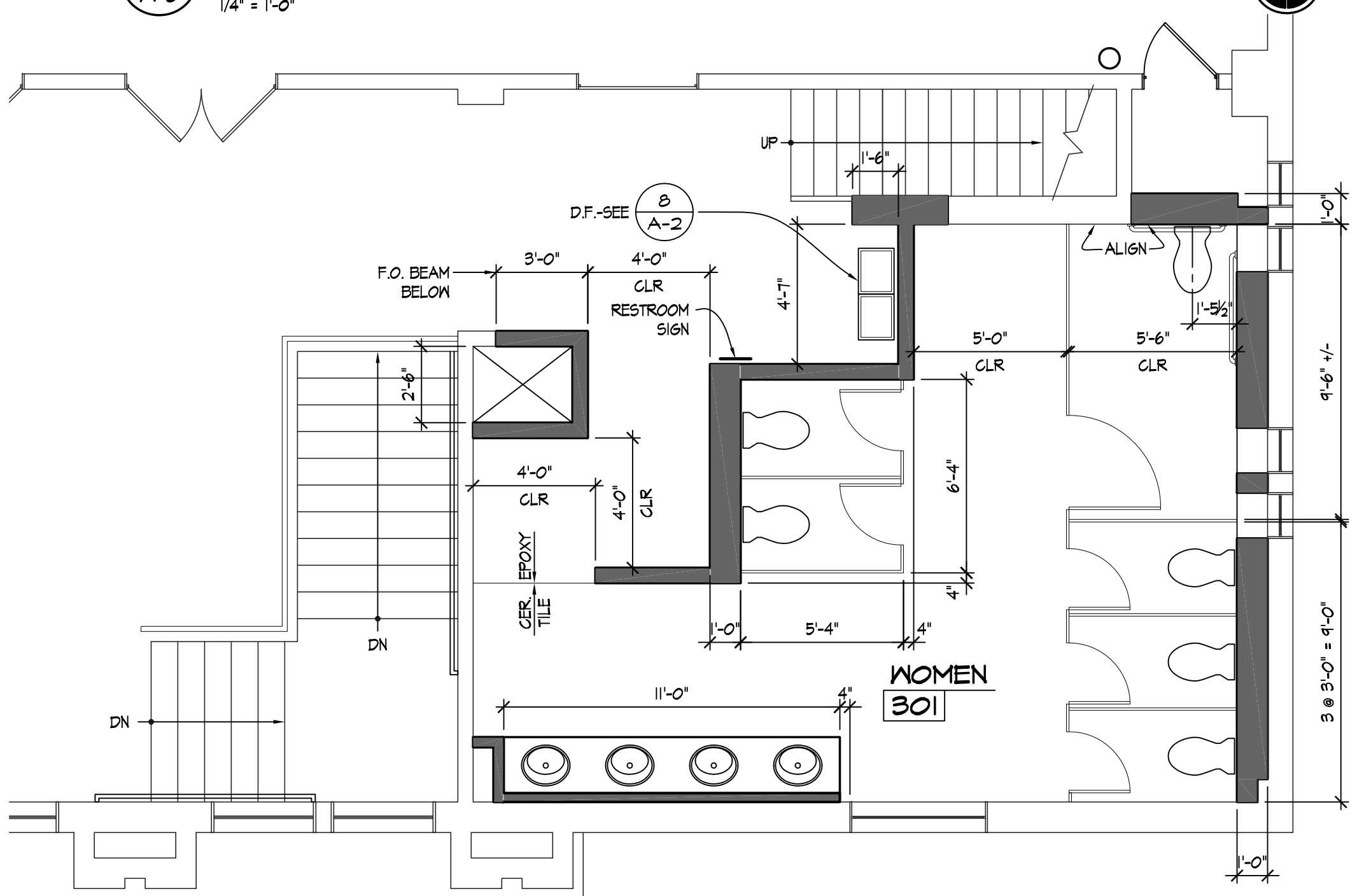


4
A-5 RESTROOM #303 ELEVATIONS
1/4" = 1'-0"

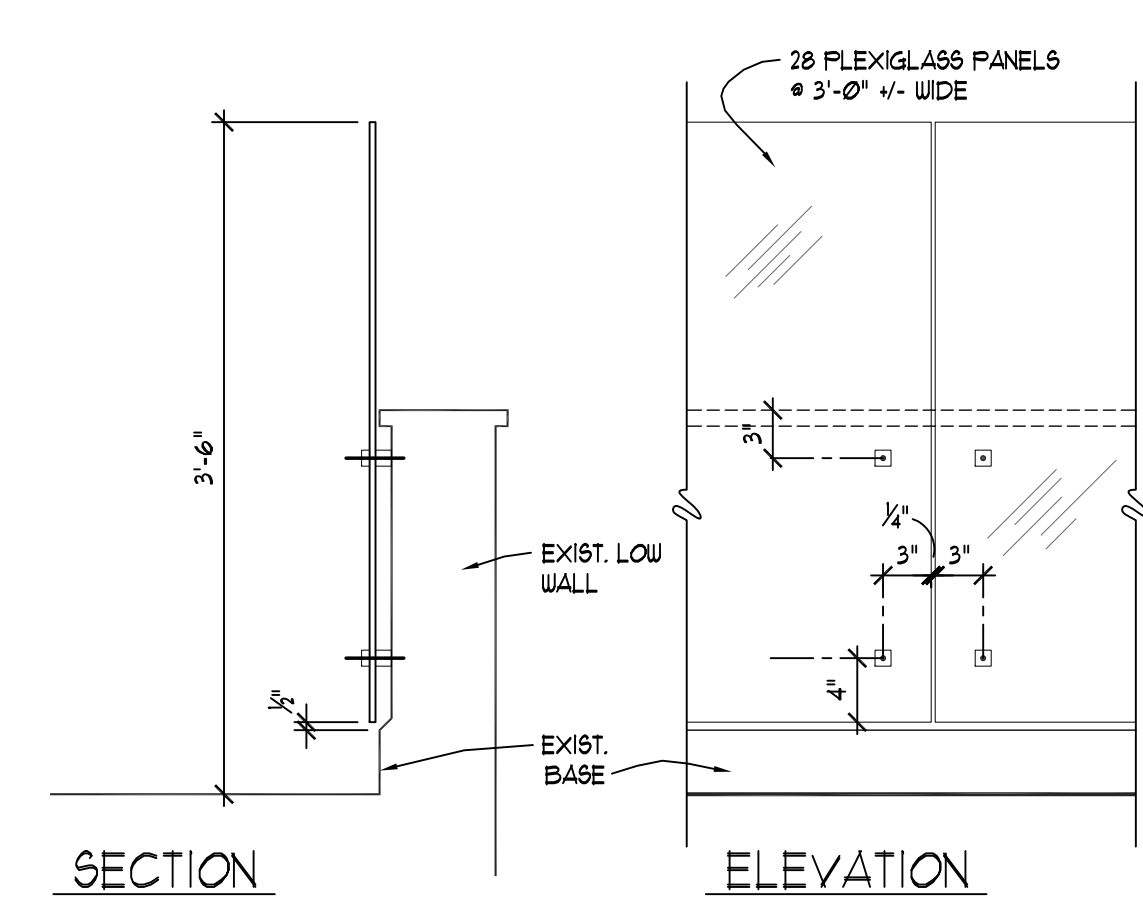
ALL WALLS TO BE FULL HEIGHT, 6 INCH, 20 GA. METAL
STUDS @ 16" OC WITH 5/8" GYPBOARD ON BOTH SIDES. AT
ELEVATOR SHAFT, ELEVATOR EQUIPMENT ROOM AND DUCT
SHAFTS, GYPBOARD TO BE 5/8" TYPE X.



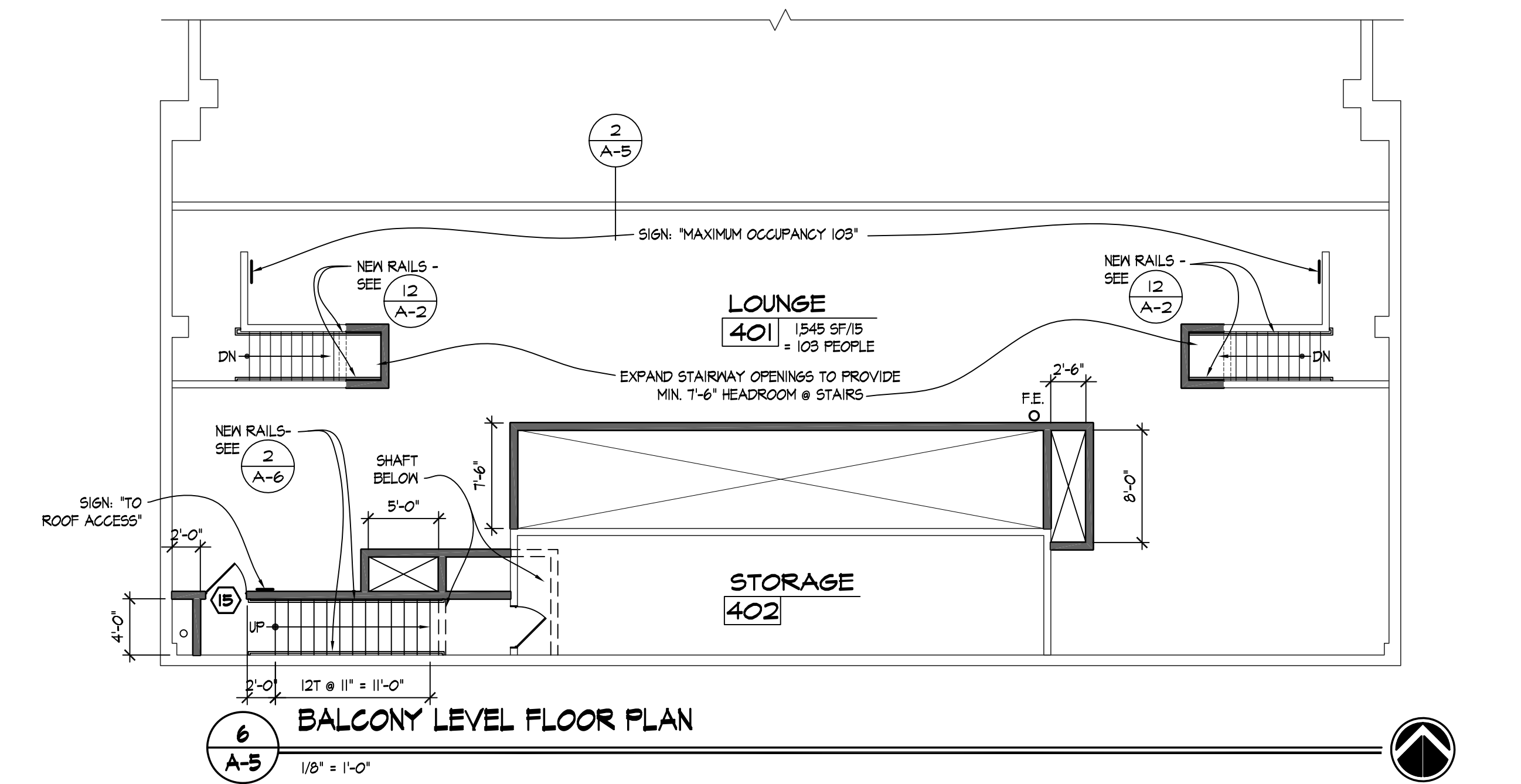
5
A-5 THIRD FLOOR PARTIAL PLAN
1/4" = 1'-0"



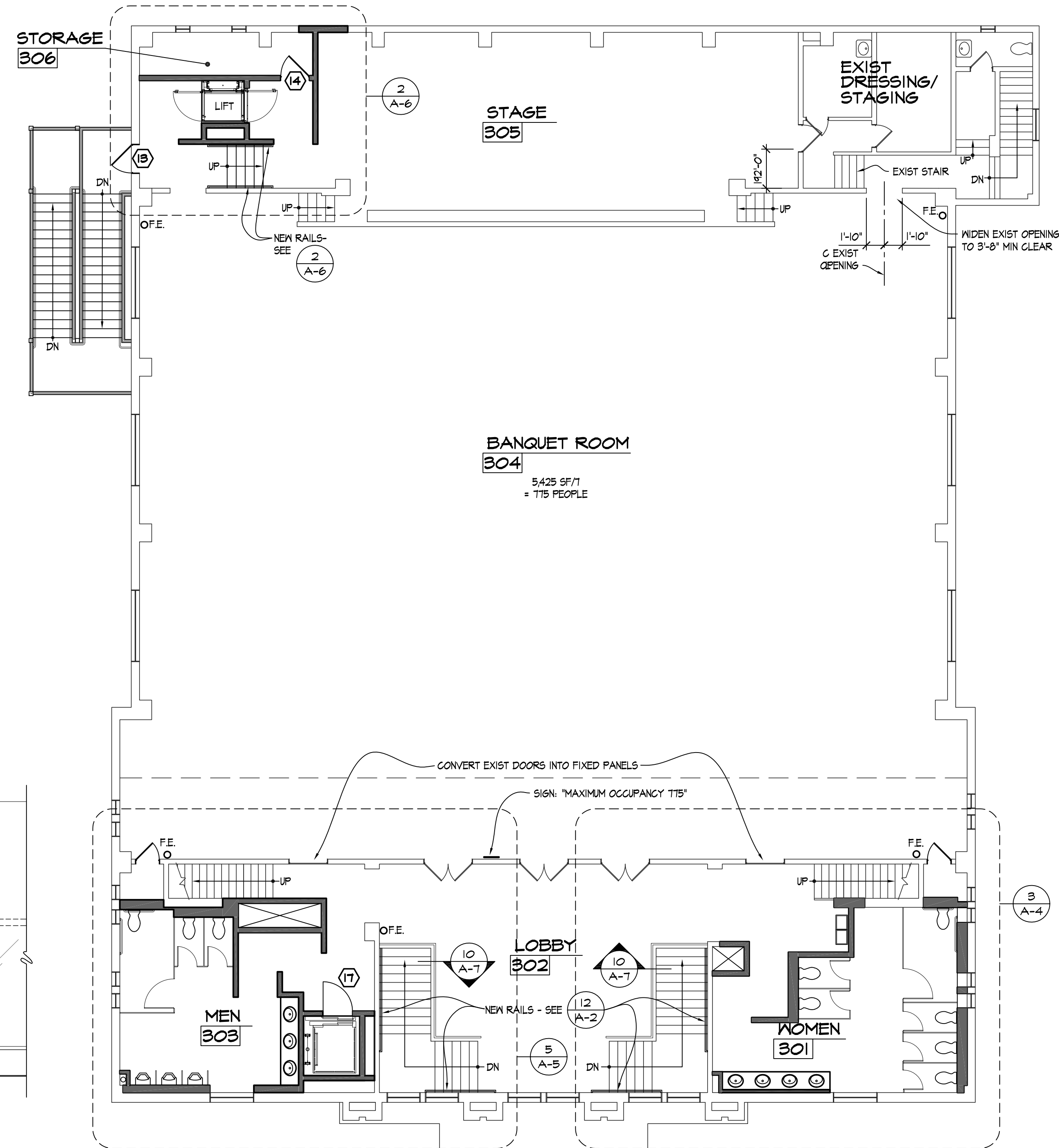
3
A-5 THIRD FLOOR PARTIAL PLAN
1/4" = 1'-0"



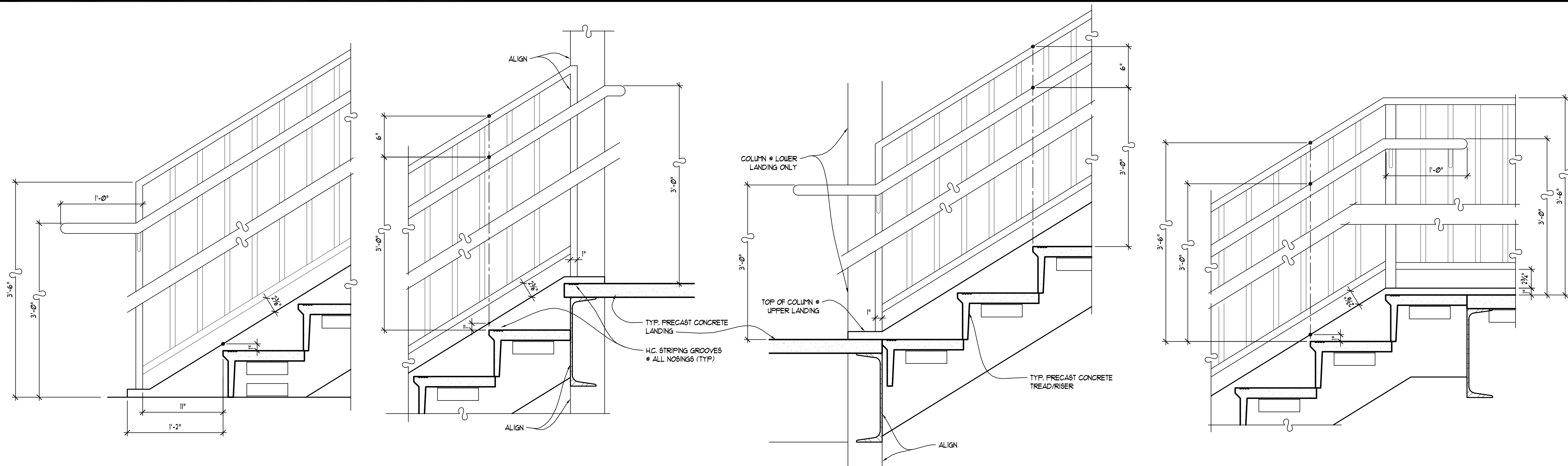
2
A-5 BALCONY RAILING
1" = 1'-0"



6
A-5 BALCONY LEVEL FLOOR PLAN
1/8" = 1'-0"



1
A-5 THIRD FLOOR PLAN
1/8" = 1'-0"

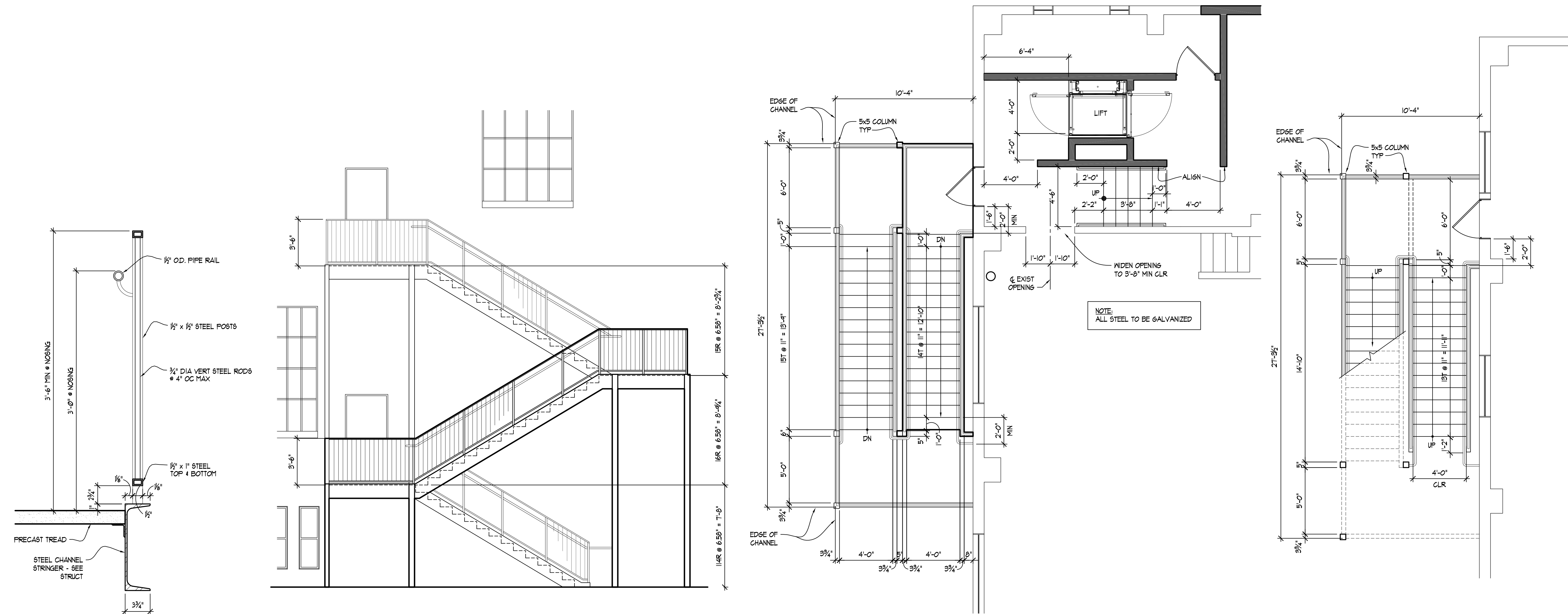


8 DETAIL @ BOTTOM OF STAIR 1/2" = 1'-0"

7 DETAIL @ STAIR LANDING 1/2" = 1'-0"

6 DETAIL @ STAIR LANDING 1/2" = 1'-0"

5 DETAIL @ TOP OF STAIR 1/2" = 1'-0"



4 GUARD / HANDRAIL SECTION 1/2" = 1'-0"

3 STAIR ELEVATION 1/4" = 1'-0"

2 THIRD FLOOR PARTIAL PLAN & STAIR 1/4" = 1'-0"

1 SECOND FLOOR STAIR PLAN 1/4" = 1'-0"

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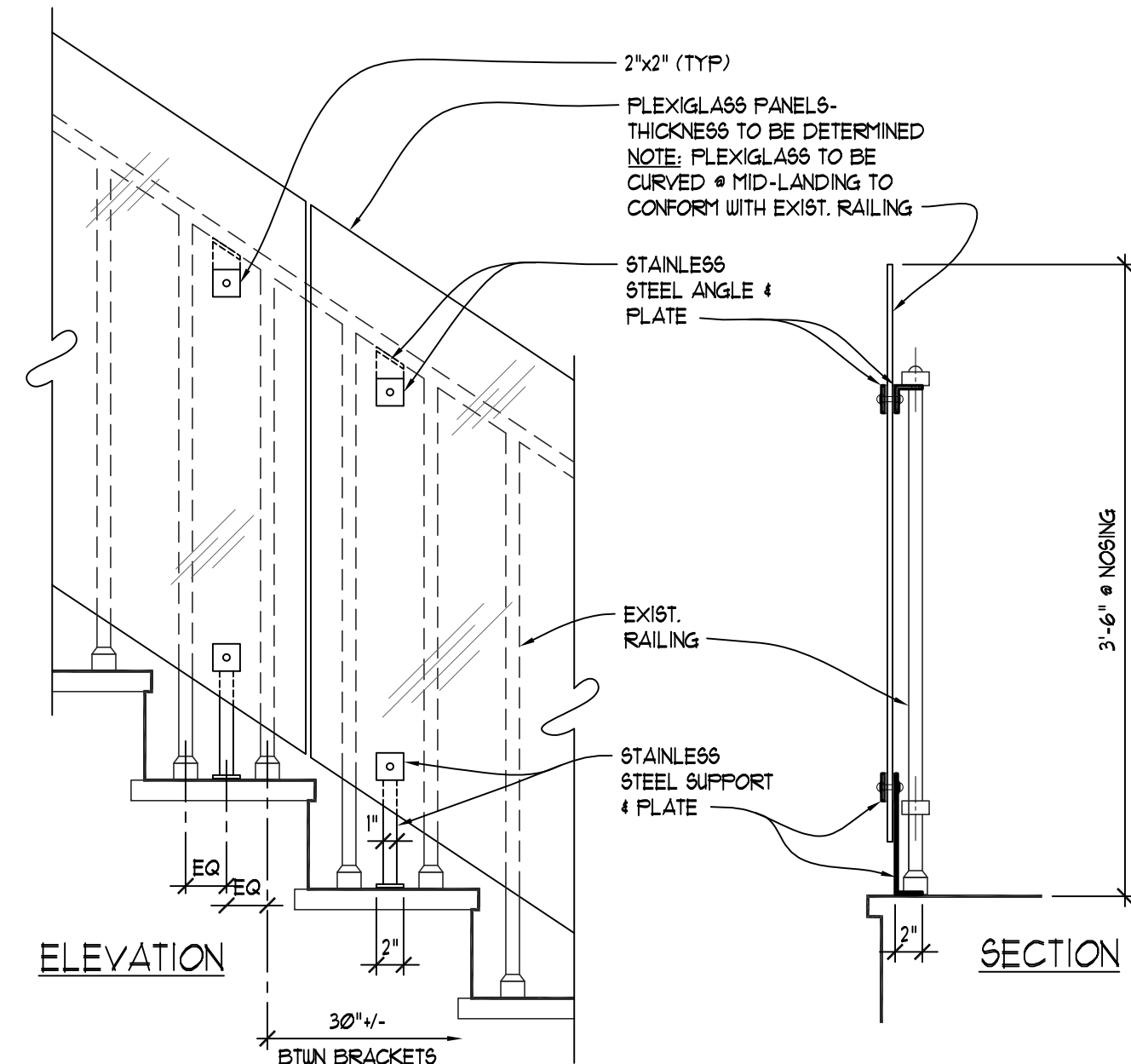
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BUILDING REMODEL FOR
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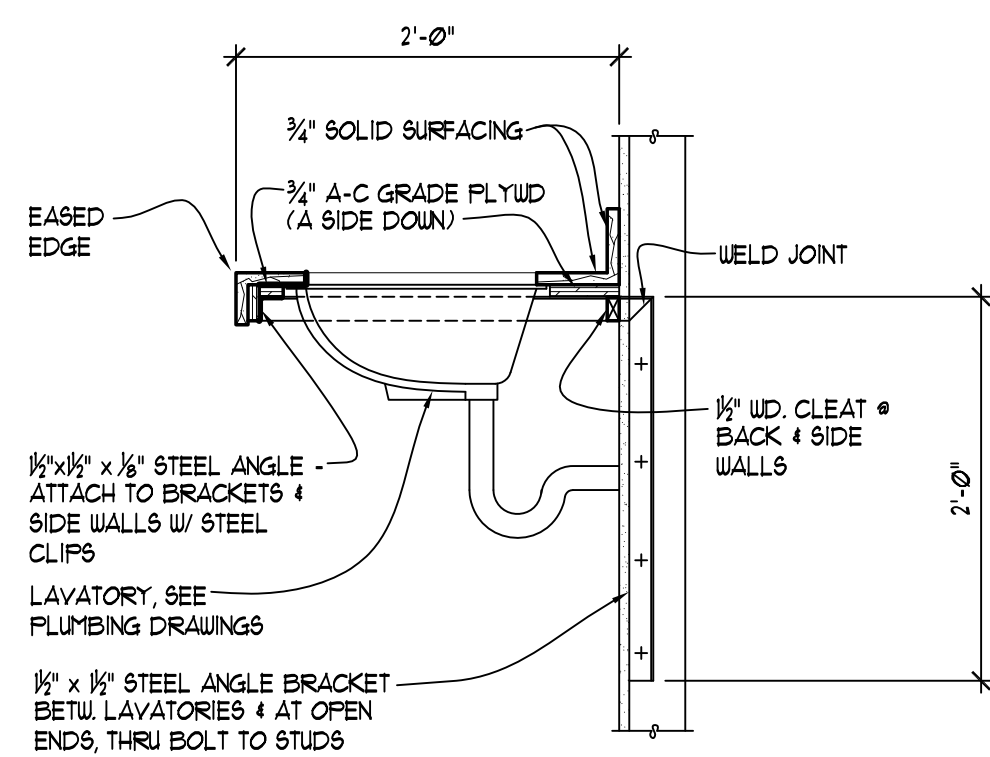
PARTIAL THIRD
 FLOOR PLAN, STAIR
 PLANS, ELEVATIONS
 & DETAILS

DATE MAY 15, 2020

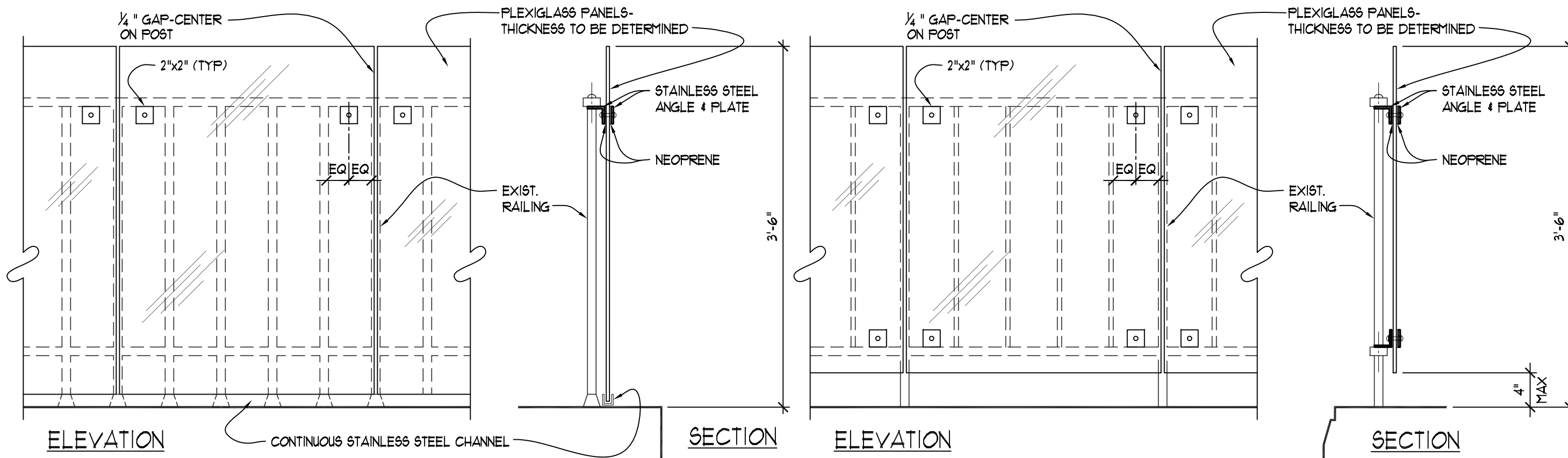
A-6



11 SECOND FLOOR LOBBY STAIR RAILING
A-7 1" = 1'-0"

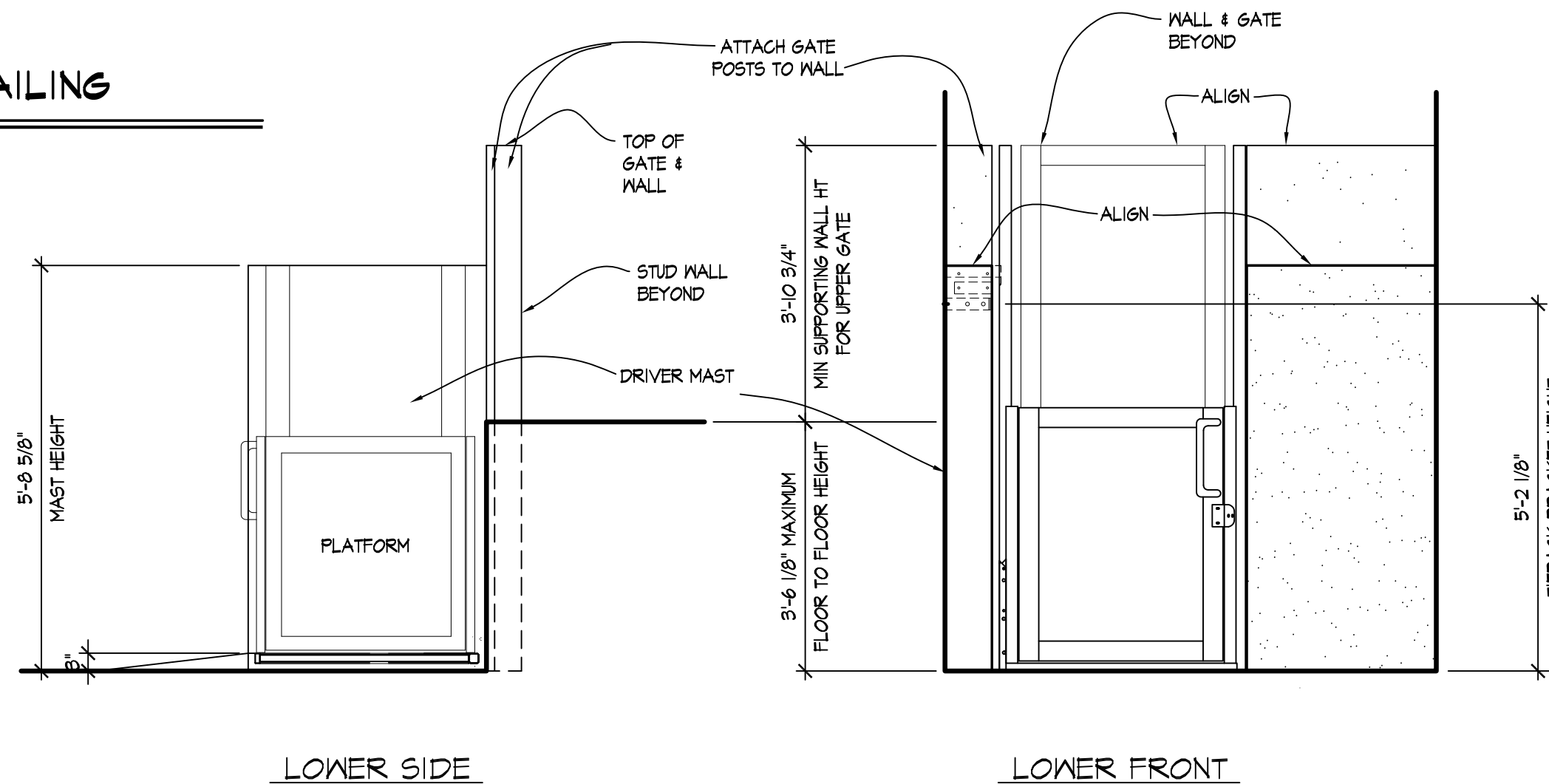


8 VANITY DETAIL
A-7 1" = 1'-0"

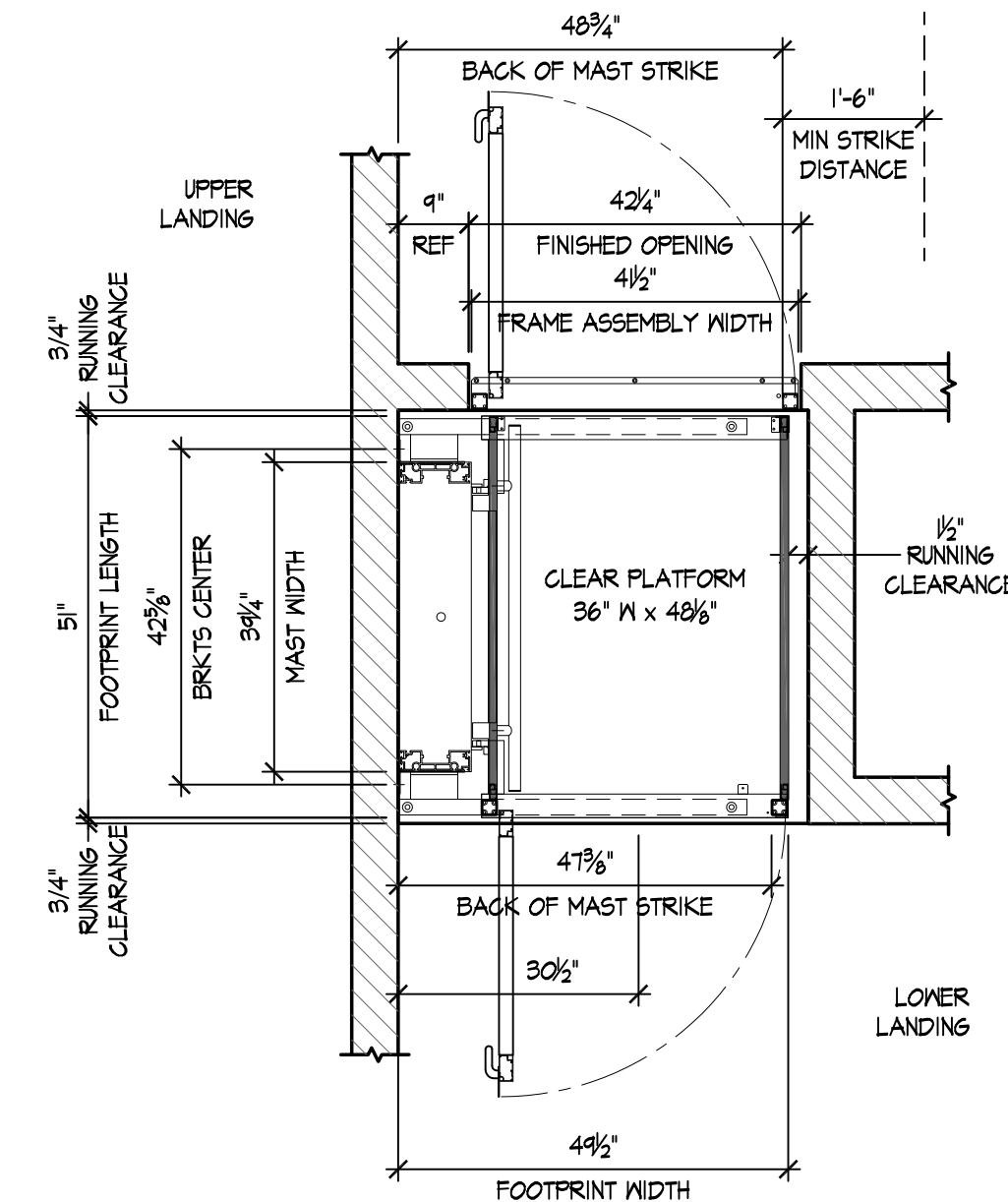


10 THIRD FLOOR LOBBY RAILING
A-7 1" = 1'-0"

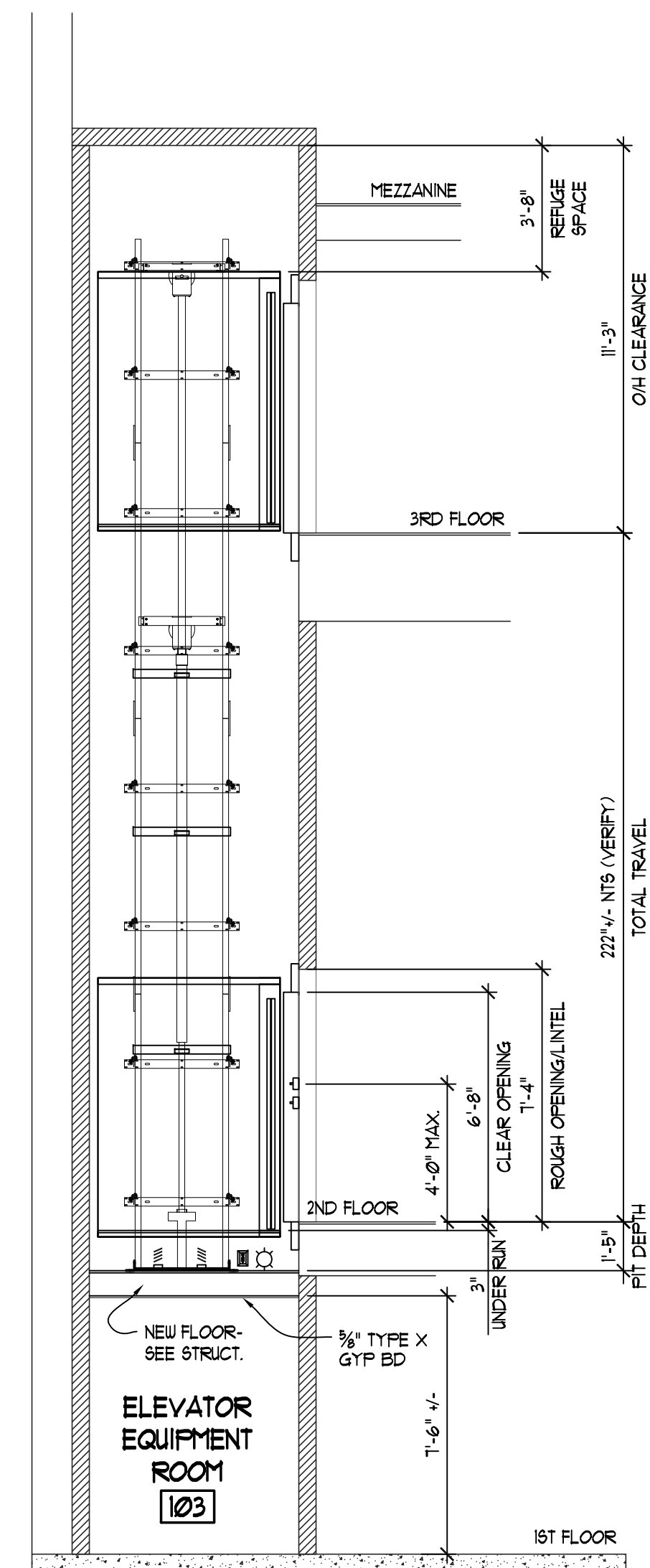
9 EXTERIOR RAILING
A-7 1" = 1'-0"



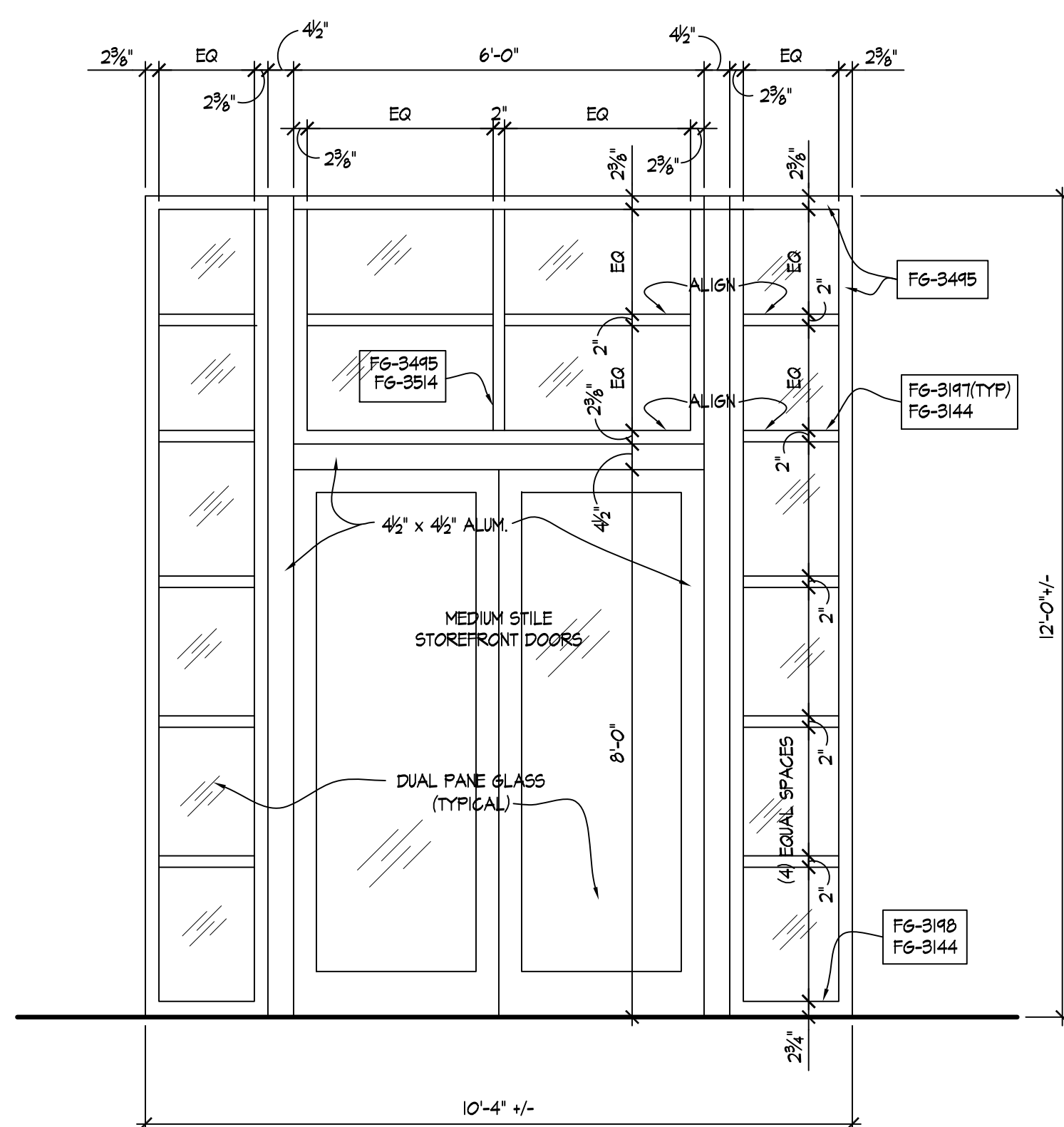
7 INTERIOR LIFT - ELEVATIONS
A-7 1/2" = 1'-0"



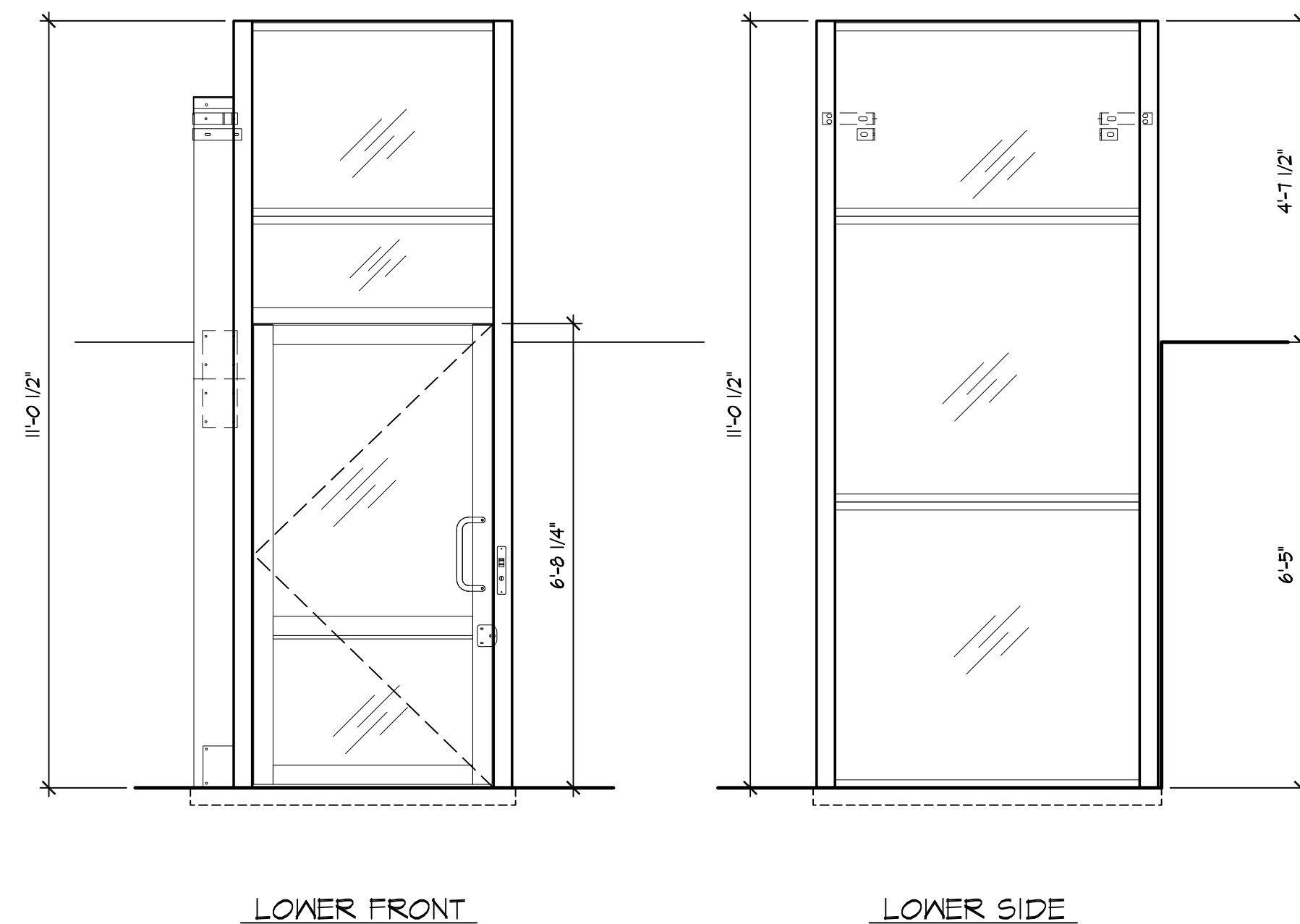
6 INTERIOR LIFT - PLAN
A-7 1/2" = 1'-0"



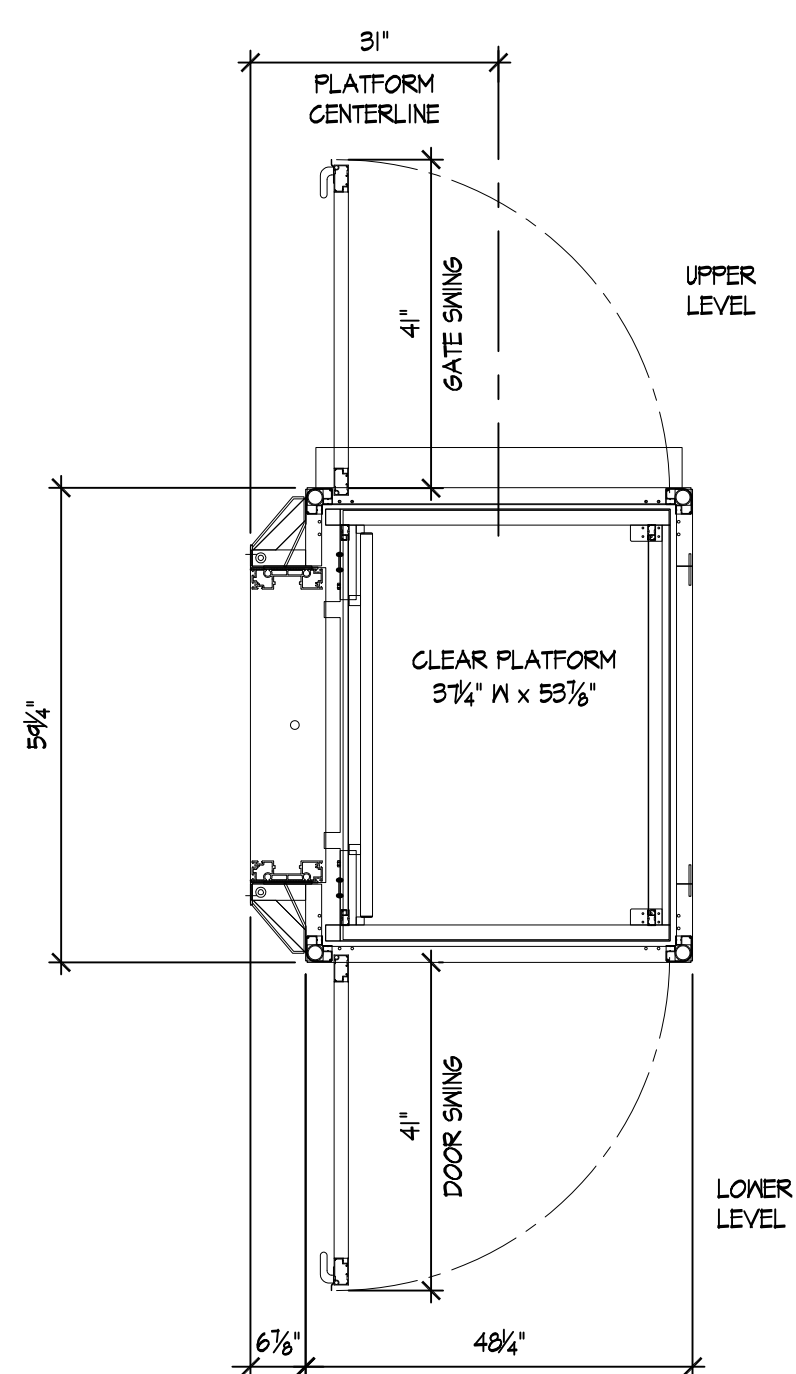
5 ELEVATOR & SHAFT SECTION
A-7 1/4" = 1'-0"



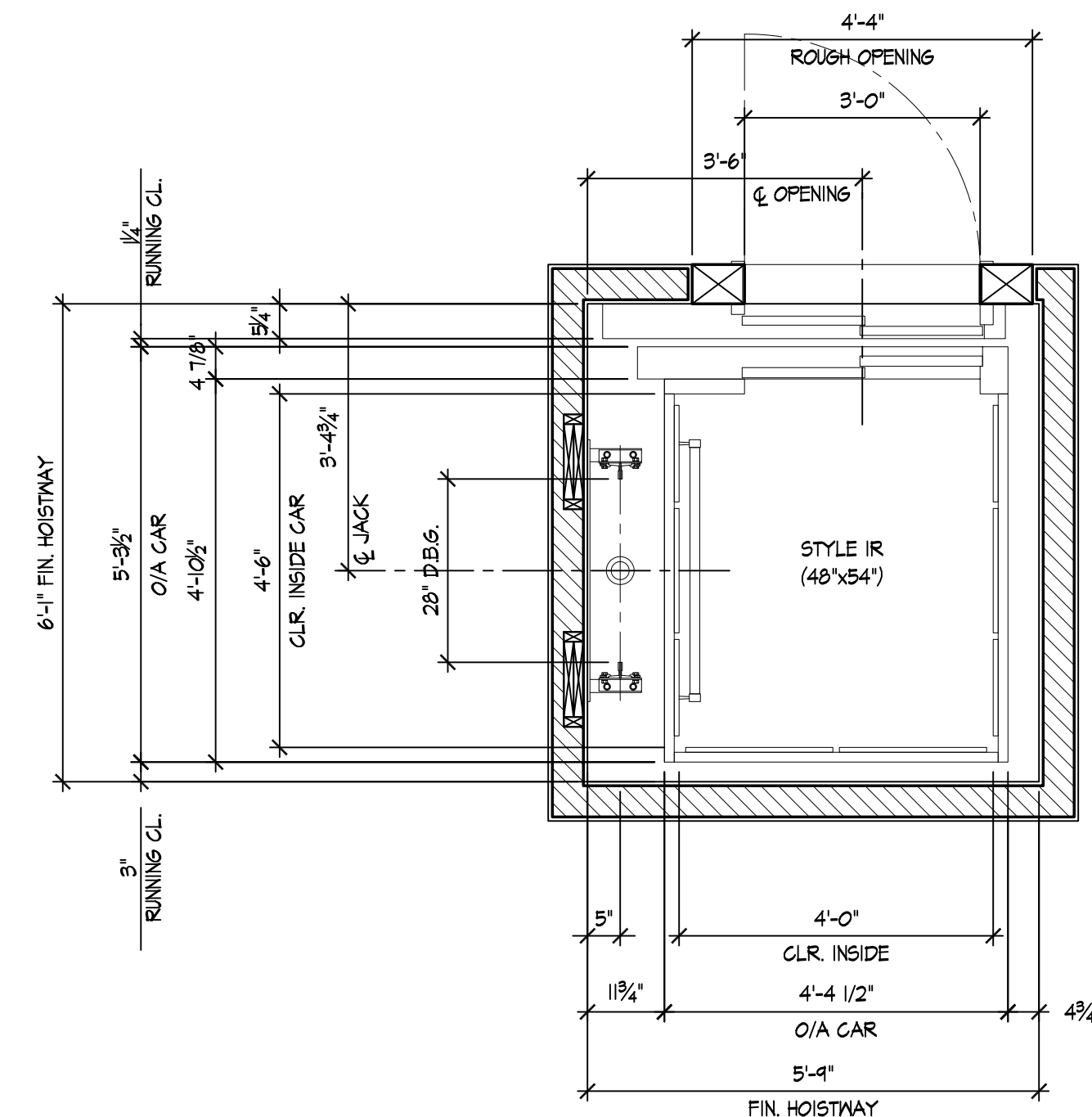
4 ENTRANCE STOREFRONT
A-7 1/2" = 1'-0"



3 EXTERIOR LIFT - ELEVATIONS
A-7 1/2" = 1'-0"



2 EXTERIOR LIFT - PLAN
A-7 1/2" = 1'-0"



1 ELEVATOR & SHAFT PLAN
A-7 1/2" = 1'-0"

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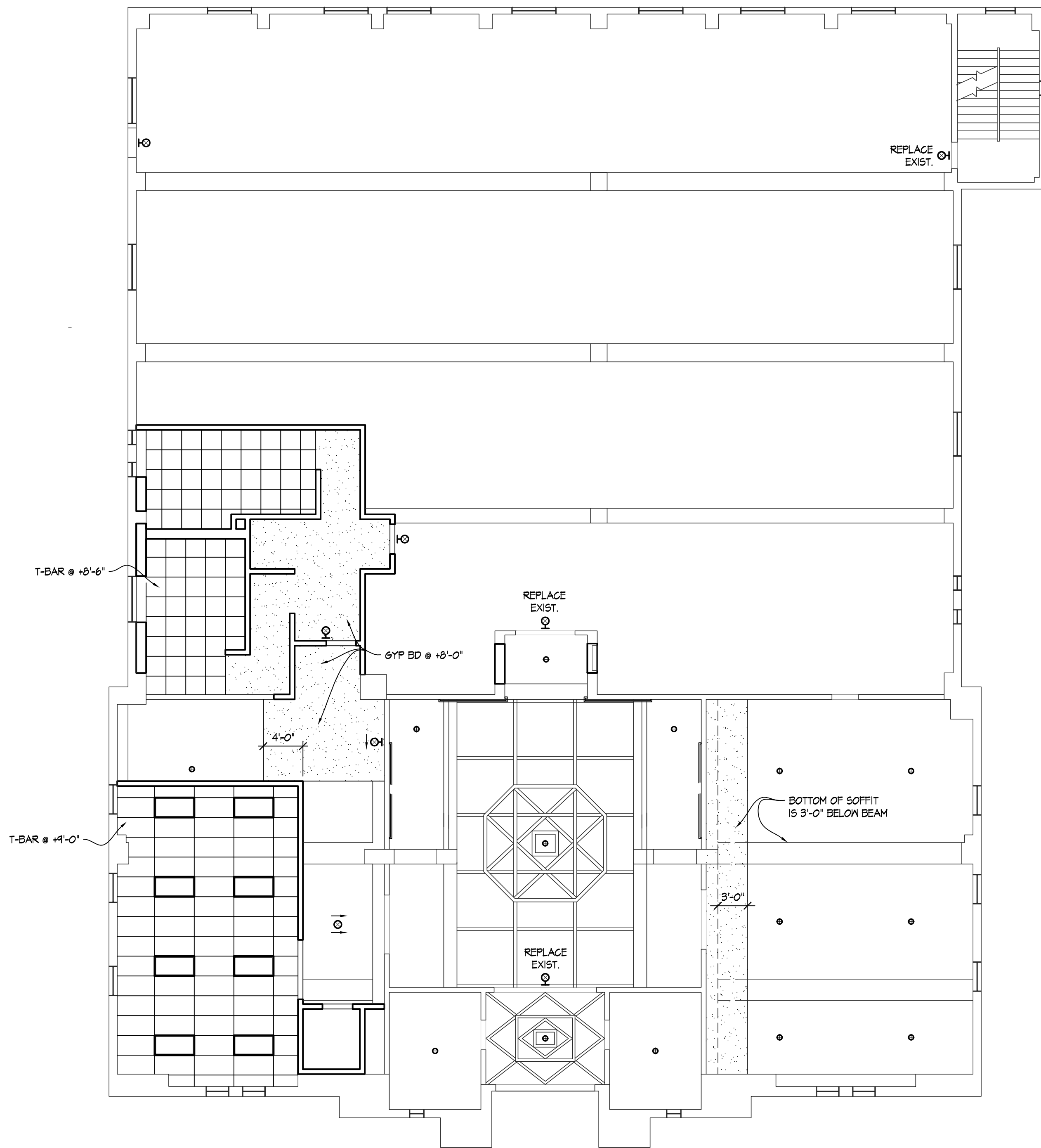
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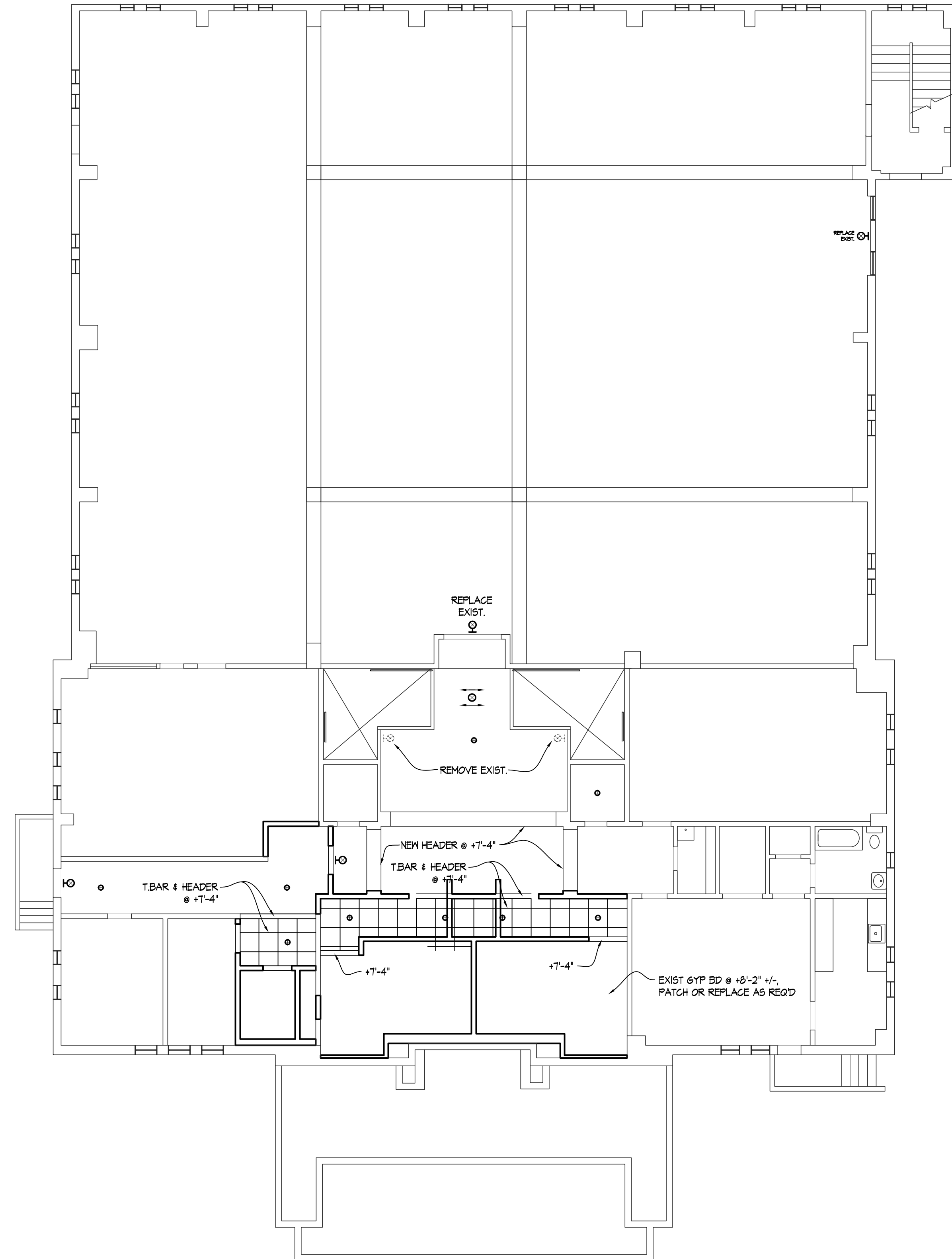
ELEVATOR PLAN &
SECTION, LIFT
PLANS &
ELEVATIONS,
STOREFRONT
ELEVATION, VANITY
& RAILING DETAILS

DATE MAY 15, 2020

A-7



NOTE: ALL LIGHT FIXTURES TO BE SELECTED



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REVISIONS:

BUILDING REMODEL FOR
THE ARMADA EVENT CENTER
444 ALABAMA STREET, VALLEJO, CA

FIRST & SECOND
FLOOR CEILING /
LIGHTING PLANS

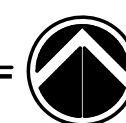
DATE MAY 15, 2020

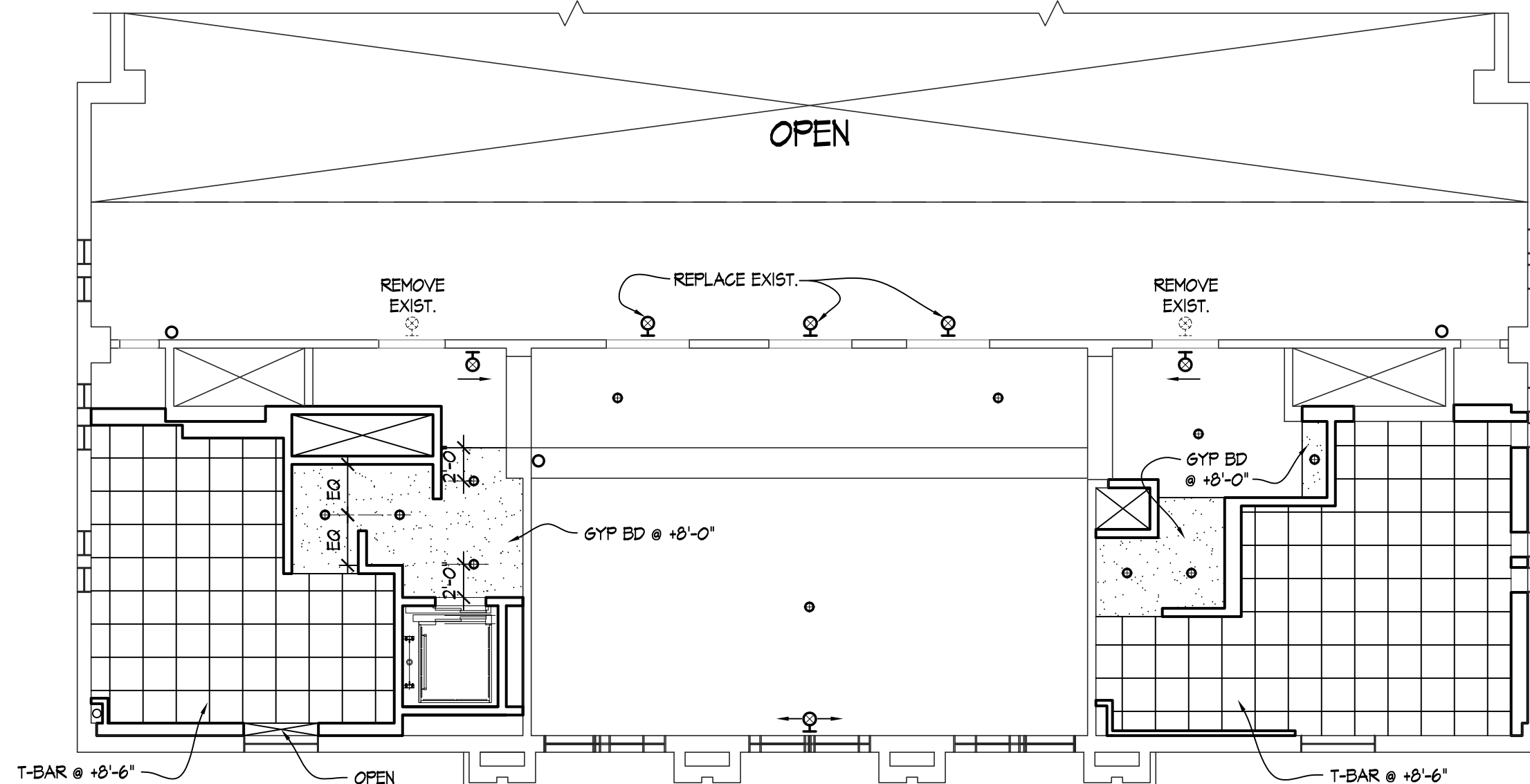
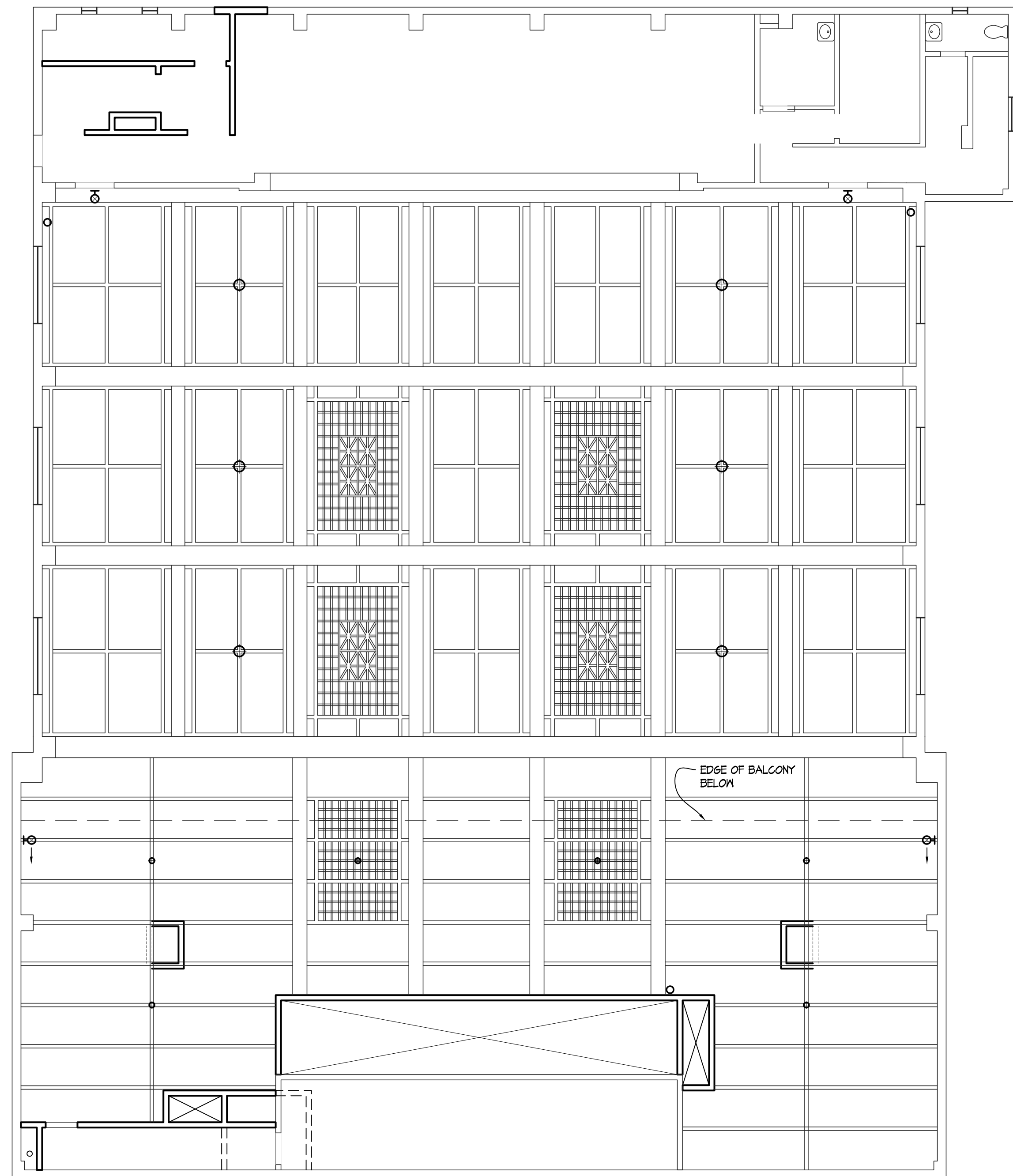
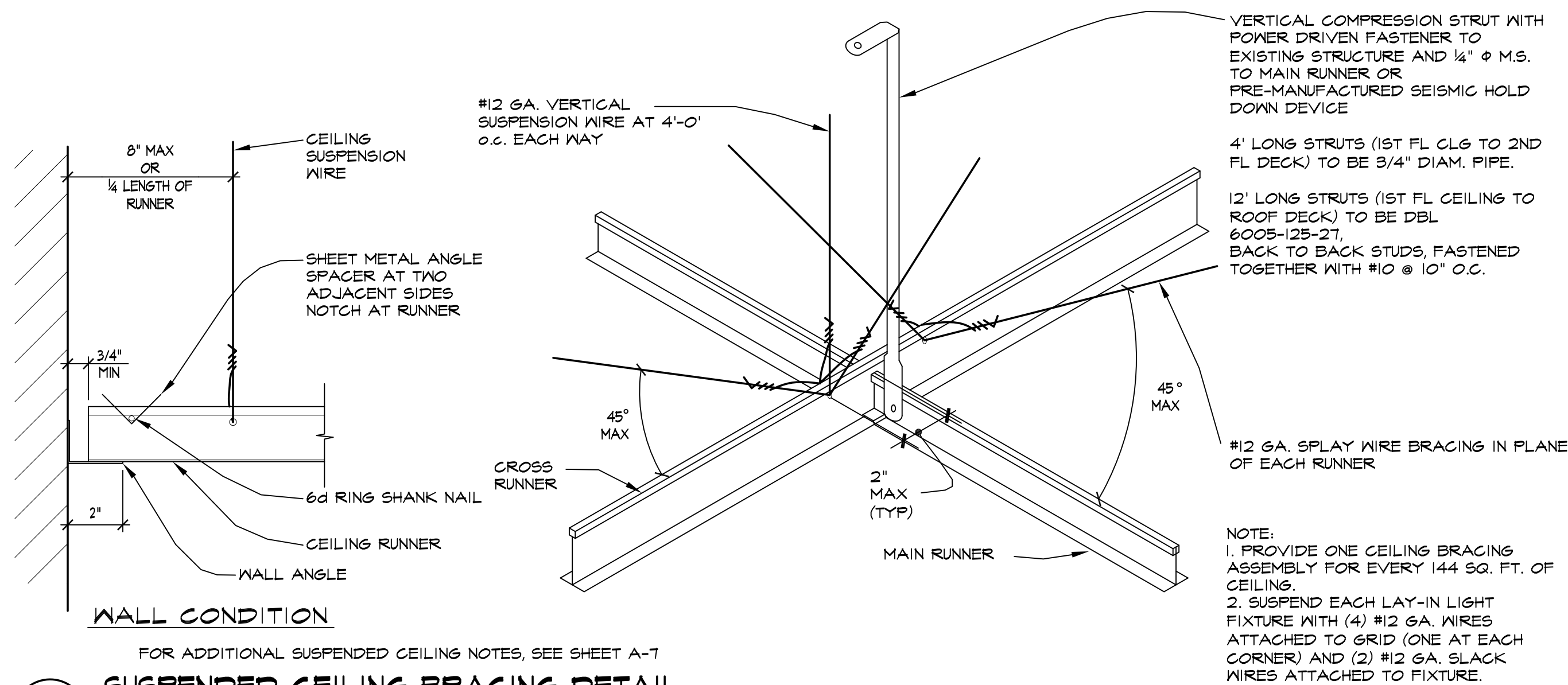
A-8

2
A-8 SECOND FLOOR CEILING/LIGHTING PLAN
1/8" = 1'-0"



1
A-8 FIRST FLOOR CEILING/LIGHTING PLAN
1/8" = 1'-0"





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REVISIONS:

BUILDING REMODEL FOR
THE ARMADA EVENT CENTER
444 ALABAMA STREET, VALLEJO, CA

THIRD FLOOR
CEILING/LIGHTING
PLANS, DETAILS

DATE MAY 15, 2020

A-9

OUTLINE SPECIFICATIONS

1. GENERAL CONDITIONS: The American Institute of Architects Document A201, 2017 edition, entitled *General Conditions of the Contract for Construction* forms a part of these documents as if bound herein.

2. SEALANTS

a. General:

1) Use product recommended by manufacturer for application.

2) Backing Rod: Closed-cell Foam.

b. Interior and Non-working Joints: Caulk, unvulcanized butyl or oil based, paintable.

3. WATERPROOFING AND DAMPPROOFING

a. Waterproof Membrane: Hydroban Liquid Applied Waterproof Membrane by Laticrete.

1) Apply at intersection of floors and walls in Toilet Rooms with ceramic tile. Extend 6" on floors and 6" up walls.

2) Apply per manufacturer's specific instructions.

4. GLASS AND GLAZING

a. Glazing to conform with applicable ASTM and ANSI specifications. All types and thicknesses to be as required by code. If code differs from these drawings, code governs.

b. Tempered Glass: 1/4" minimum thickness with label clearly visible.

c. Mirrors: 1/4" minimum thickness, quality Q1 or Q2 with radius edges.

5. WOOD DOORS

a. Typical wood doors to be 1-3/4" flush solid core, paint grade wood veneer - Georgia Pacific, Cal-Wood Meyerhaeuser, or equal.

b. Raised Panel Wood Doors to be #4288 Fir by Simpson Door Company.

c. See Door Schedule for sizes.

6. STEEL DOORS AND FRAMES

a. Flush Steel Doors to be L Series by Steelcraft.

b. Steel frames to be MU Series by Steelcraft.

7. ALUMINUM STOREFRONT

a. To be Oldcastle FG-300 Series 2"x4 1/2" framing at door frames, transoms and sidelights.

b. Doors to be Oldcastle Standard Medium Style.

c. Finish to be anodized, color to be selected..

d. Provide Shop Drawings.

8. FINISH HARDWARE

a. All butts to be steel, with finish to be selected.

b. All new interior closers to have maximum 5 lbs. allow pressure.

c. All hand-activated door opening hardware to be centered between 30 inches and 44 inches above the floor.

e. Substitution of manufacturer for any hardware item shall be of equal quality and function and must be approved by the Architect.

f. Submit complete schedule of finished hardware (4 copies) to Architect prior to ordering.

g. Hardware Groups: All hardware finishes to be selected.

Group #1:

1 1/2 pr butts.

1 storage lock - Schlage ND8OPD, Spartan Design.

1 closer (@ door #2 only) - LCN #4110 (push side).

Group #2:

1 1/2 pr butts.

1 passage latch- Schlage NDIOS, Spartan Design.

1 closer - LCN #4010 (pull side).

Group #3:

1 1/2 pr butts.

1 office lock - Schlage ND5OPD, Spartan Design.

1 closer - LCN #4010 (pull side).

Group #4:

3 pr butts.

1 pr flush bolts (inactive leaf) - lves #262.

1 office lock - Schlage ND5OPD (active leaf), Sparta Design.

1 pr closers - LCN #4110 (push side) w/ #4110-30TTEDA Hold Open

Arm.

Group #5: Same as Group #4, except for 1 passage latch - Schlage NDIOS, Sparta Design.

Group #6:

1 1/2 pr butts NRP.

1 panic bar - Von Duprin 398L w/ standard lever #17, Schlage Lock.

1 closer - LCN #4110 (push side).

Group #7:

3 pr pivots (by door mfr).

2 transom concealed closers (by door mfr).

2 panic bars - Von Duprin 984TTL (less pull) and 984TEO

2 door pulls - to be selected.

9. WALL BOARD

a. Use 5/8" Georgia Pacific DensShield at walls of Toilet Rooms receiving ceramic tile.

b. Use 5/8" gypboard elsewhere.

c. Use regular gypboard at all horizontal surfaces (ceilings, soffits, etc.) unless otherwise noted. Do not use water-resistive gypboard.

d. Where gypboard is installed in any wet area, use only those adhesives, compounds and sealants recommended by the gypboard manufacturer for that installation.

e. All new gypboard surfaces to be properly prepared, taped, sanded and finished smooth (no texture) for application of paint.

10. PAINTING

a. Specified numbers are for Benjamin Moore paint. These numbers are for reference only. Actual paint colors and manufacturers to be selected.

b. Paint Schedule:

Interior Paint Schedule:

Gypboard, Wood

1 coat #253 Super Spec primer Sealer

2 coats #274 Super Spec Eggshell Enamel (gypboard) or

2 coats #281 Super Spec 100% Acrylic Semi-Gloss Enamel

(wood)

Misc. Steel

1 coat Z06 Alkyd Metal Primer

2 coats #281 Super Spec 100% Acrylic Semi-Gloss Enamel

Wood Doors

1 coat #C024 Fresh Start All Purpose Alkyd Primer

2 coats #281 Super Spec 100% Acrylic Semi-Gloss Enamel

c. Any conflict between this specification and actual paints selected shall be brought to the attention of the Architect.

d. Provide brush-outs of all paint colors for approval prior to application.

e. Surfaces to be painted shall be sanded and brushed to a clean, smooth finish before applying any finish material. Steel to be rust free.

f. Touch up knots, pitch pockets, sappy spots, etc. with shellac.

g. Clean up: Remove all paint from surfaces not intended to receive it.

11. CERAMIC TILE

a. Install in accordance with ANSI Standard Specifications A108.1 to .11 as applies and per the 2019 Handbook for Ceramic Tile Installation by the Tile Council of America, Inc.

b. All ceramic tile to be selected.

c. Tile backer board to be Georgia Pacific DensShield, 5/8" thick, 4 x 8 sheets. Install per specific manufacturer's instructions.

d. Thin set to be Custom Building products Prolite Tile and Stone Mortar.

e. Grout to be Custom Building products CES-LITE 100% Solids Commercial Epoxy.

f. Caulking in grout areas: Custom Building Products 100% Silicone, color to match grout.

g. Minimum Static Coefficient of Friction for floor tile to be 0.6.

12. FLUID APPLIED FLOORING

a. Reflector Enhancer Flooring System by Elite Crete Systems, Valparaiso, IN 46388

b. Prepare all floor surfaces to receive this product in accordance with manufacturer's written recommendations.

c. Apply components in accordance with manufacturer's written instructions.

d. Color(s) and finish(es) to be selected.

13. MODULAR CARPET TILE

a. To be Selected.

b. Floor preparation, recommended adhesives and installation per manufacturer's specific instructions.

14. SUSPENDED ACOUSTICAL TILE CEILINGSS

a. Suspended T bar ceiling grid to be 2x2 USG DX/DXL 1 5/8" Exposed Tee.

b. Ceiling tile to be:

(1) USG Radar Basic Acoustical Lay-in Panels, 2x2, square edged, white.

(2) USG Eclipse Acoustical Lay-in Panels, 2x2, square edged, white.

(3) USG Kitchen Lay-in Panels, 2x2, square edged, white.

15. VANITY COUNTERTOPS

a. Solid Surface, Staron or equal. Design & Color to be selected.

b. Fabricate and install per manufacturer's specifications with adhesive per manufacturer's recommendations.

16. TOILET PARTITIONS: To be Bobrick:

a. Partitions to be Duraline Series, Solid Phenolic, floor mounted, overhead braced.

b. Includes panels, pilasters, headrails, doors and supporting hardware.

d. All partitions to be Privacy Style, with gap free doors and stiles.

e. Doors to include hinges to return doors to the closed position.

18. TOILET ACCESSORIES: To be Bobrick

Item

Number

Quantity

a. Seat Cover Dispenser

B-4221

15

b. Sanitary Napkin Disposal

B-270

10

c. Soap Dispenser

B-822

15

Grab Bars (1-1/2" dia.)

B-6806 Series

36" and 42" at Toilets

6 sets

d. Hand Dryers

B-7180

8

d. See plans and interior elevations for locations and configuration.

19. HVAC, PLUMBING, ELECTRICAL AND FIRE PROTECTION: All conflicts between these drawings and the architectural drawings shall be brought to the attention of the Architect prior to beginning the work.

MISCELLANEOUS NOTES

1. Existing Exterior Windows: Replace missing or broken glass panes, caulk and repaint frames. All windows to be made inoperable.

2. Existing Doors: Sand down all existing doors where required and repaint.

3. Existing Exterior Plaster/Stucco: Patch all existing broken off and cracked plaster. Where existing plaster design elements are broken, restore existing detail where possible.

4. Replace existing sections of sidewalk where a trip hazard is present.

5. Provide occupancy signs near main exits of assembly spaces as follows:

a. Bar #203: MAXIMUM OCCUPANCY 43

b. Banquet Room #304: MAXIMUM OCCUPANCY 432

c. Mezzanine Lounge #402: MAXIMUM OCCUPANCY 116

6. Restroom Signs:

a. Walls leading to restrooms to have a geometric symbol, centered between 58" min. to 60" max. above finished floor.

b. Men's Restrooms to be identified by an equilateral triangle, 1/4 " thick, with edges 12" long and the vertex pointed up. Sign to have a male symbol, the word MALE, the international symbol of accessibility and braille.

c. Women's Restrooms to be identified by a 12" diameter circle, 1/4" thick. Sign to have a female symbol, the word WOMEN, the international symbol of accessibility and braille.

d. See 1/4" scale plans for locations.

7. All rooms or areas containing controls for HVAC, electrical panels, fire alarm equipment, etc. to be identified with appropriate signs.

8. Provide sign saying ROOF ACCESS at Lounge #401, door #15.

9. Provide a flush mounted (recessed) KNOX BOX (key box) mounted at 5' max. above finished slab at exterior of main entrance to building. Minimum size box is the 3200 Series, w/ hinged door and recessed mounting kit. Color to be selected from Knox options. Box to contain appropriate key for Emergency Fire Department Access, with durable tag with permanent identity of the key function - MASTER.

10.

a. Provide fire extinguishers mounted on brackets, such that the maximum floor travel distance to the extinguisher from any portion of the building does not exceed 75'.

b. Extinguishers are to be mounted so that the top of the unit is 3 to 5 feet above the finished floor.

c. A sign should be located directly above the extinguisher in a contrasting color to the background.

d. Fire extinguisher (F.E.) locations are noted on the 1/8" scale plans.

DOOR SCHEDULE

DOOR TYPES

No	DOOR				FRAME		LABEL	HDW'RE GROUP	REMARKS
	TYPE	MAT'L	FINISH	SIZE	MAT'L	FINISH			
1	A	WD	PAINT	3'-0" x 7'-0"	WD	PAINT	—	1	
2	A	WD	PAINT	3'-0" x 7'-0"	METAL	PAINT	1 HOUR	1	W/ LOUVER & FIRE DAMPER - SEE MECHANICAL
3	A	WD	PAINT	3'-0" x 7'-0"	WD	PAINT	—	2	
4	C	WD PANEL	STAIN	PER EXIST OPENING	EXISTING	PAINT	—	3	
5	C	WD PANEL	STAIN	PER EXIST OPENING	EXISTING	PAINT	—	3	
6	B	ALUM/GL	ANODIZED	PAIR 3'-0" x 8'-0"	ALUM	ANODIZED	—	7	
7	A	WD	PAINT	3'-0" x 7'-0"	WD	PAINT	—	4	
8	EXISTING TO REMAIN							5	REPAIR AS REQUIRED
9	EXISTING TO REMAIN							4	REPAIR AS REQUIRED
10	A	WD	PAINT	3'-0" x 7'-0"	WD	PAINT	—	2	
11	A	METAL	PAINT	3'-0" x 7'-0"	METAL	PAINT	—	2	
12	A	METAL	PAINT	3'-0" x 7'-0"	METAL	PAINT	—	6	
13	A	WD	PAINT	3'-0" x 7'-0"	WD	PAINT	—	6	
14	A	WD	PAINT	3'-0" x 7'-0"	WD	PAINT	—	1	
15	A	WD	PAINT	3'-0" x 7'-0"	WD	PAINT	—	1	
16	A			3'-0" x 7'-0"					
17	A			3'-0" x 7'-0"					

ROOM FINISHES

FLOORS

1. FLUID APPLIED FLOORING: Rooms #104, 105, 107, 204, 208, 209.

2. SHEET VINYL WITH INTEGRAL BASE: Rooms #101, 102, 106,205, 206, 207, 402.

3. CERAMIC TILE: Rooms #301, 303.

4. EXISTING WOOD, REFINISHED: Rooms # 304, 305.

5. NEW WOOD: Room #401.

6. CARPET TILE: Rooms #201, 202.

WALLS

All new and repaired walls to be gypboard. All walls to be painted, except where noted below.

1. 4 FEET HIGH FRP WAINSCOT PANELS: Rooms #101, 102, 206, 207.

2. 5 FEET HIGH FRP WAINSCOT PANELS: Room #205.

3. CERAMIC TILE on backer board: Rooms #301, 303.

CEILINGS

All ceilings to be existing and new gypboard, painted, except where noted below.

1. USG ECLIPSE LAY-IN: Rooms #301, 303.

2. USG RADAR LAY-IN: Rooms #101, 102, 206, 207.

3. USG KITCHEN LAY-IN: Room #205.

BUILDING REMODEL FOR

THE ARMADA EVENT CENTER

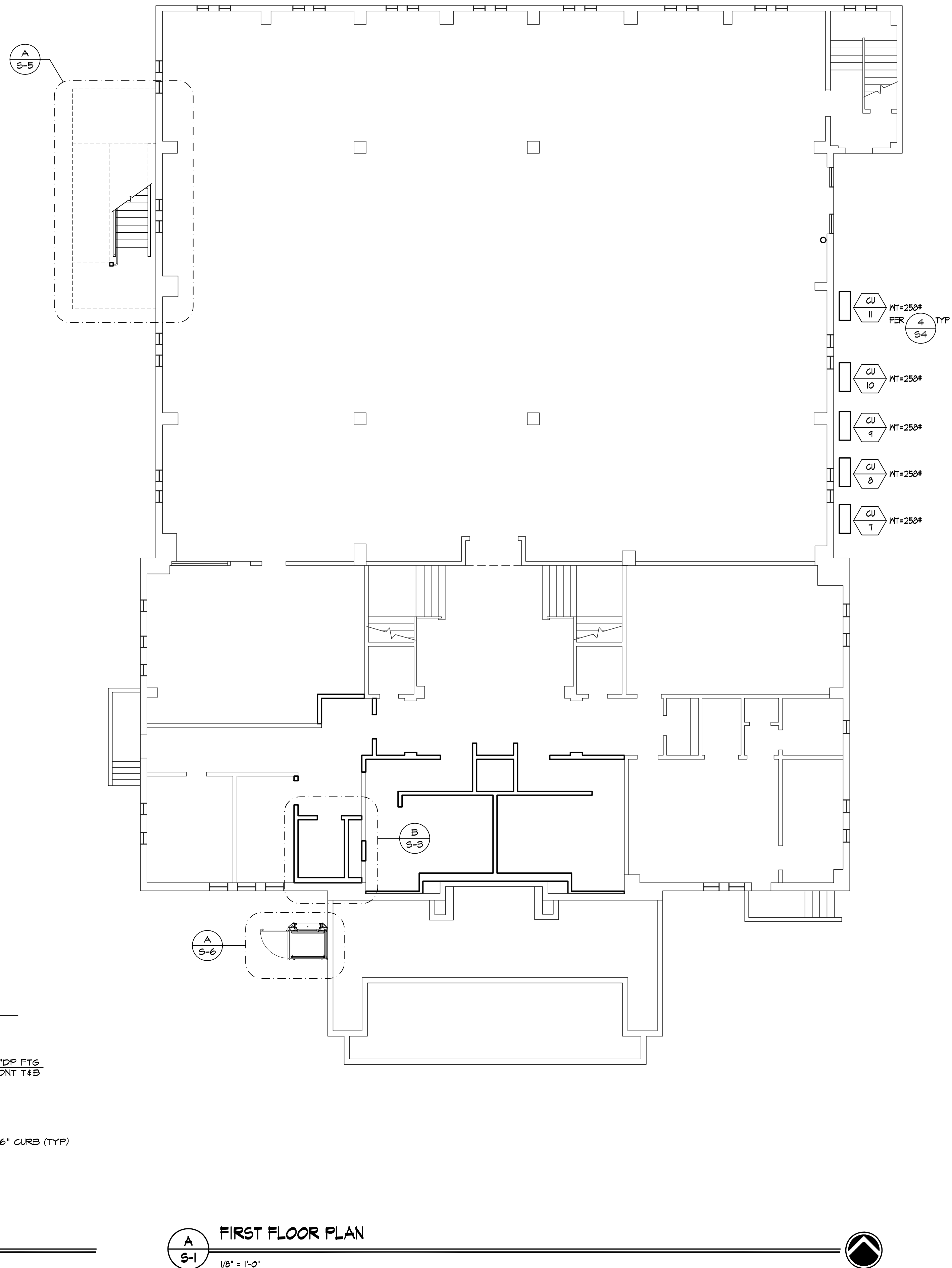
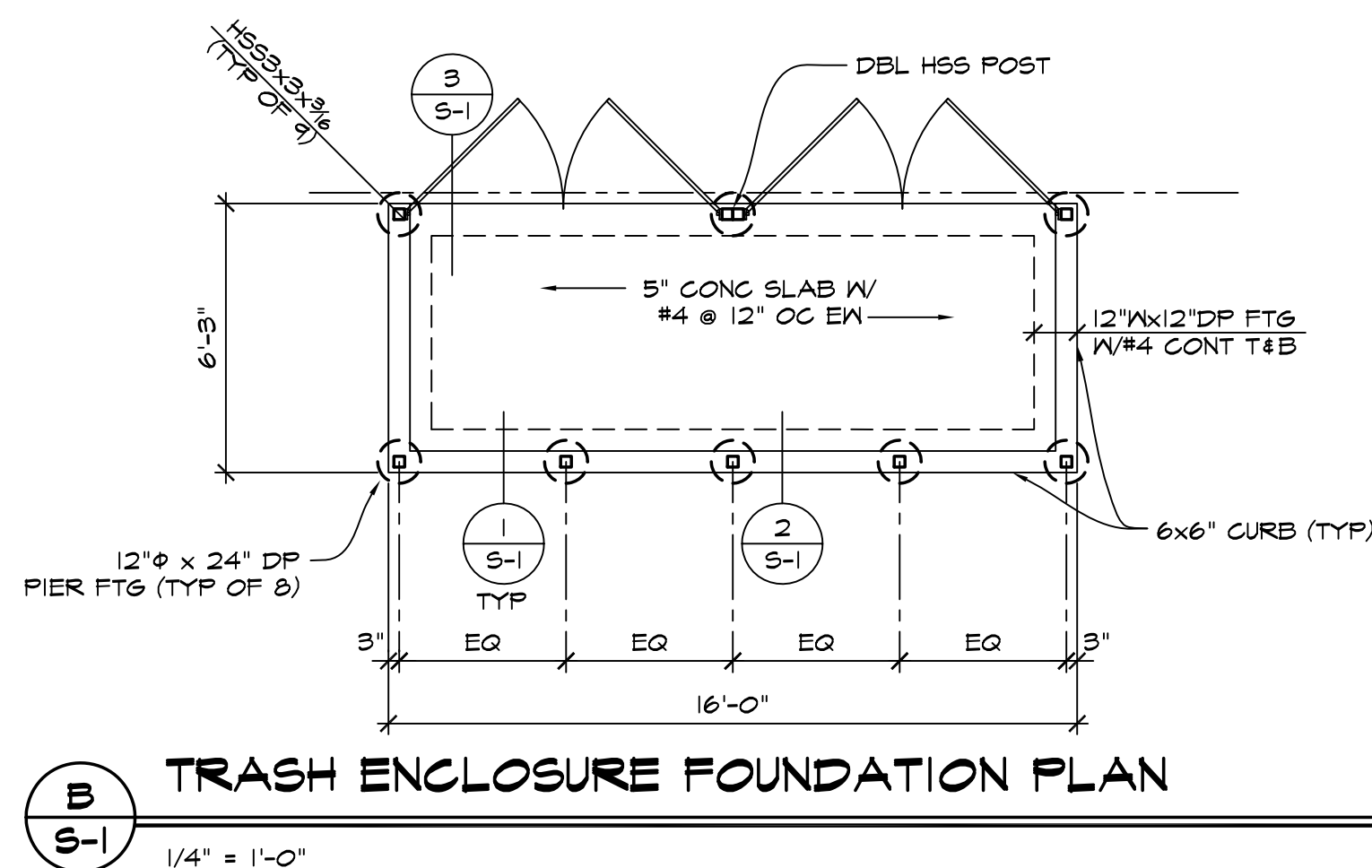
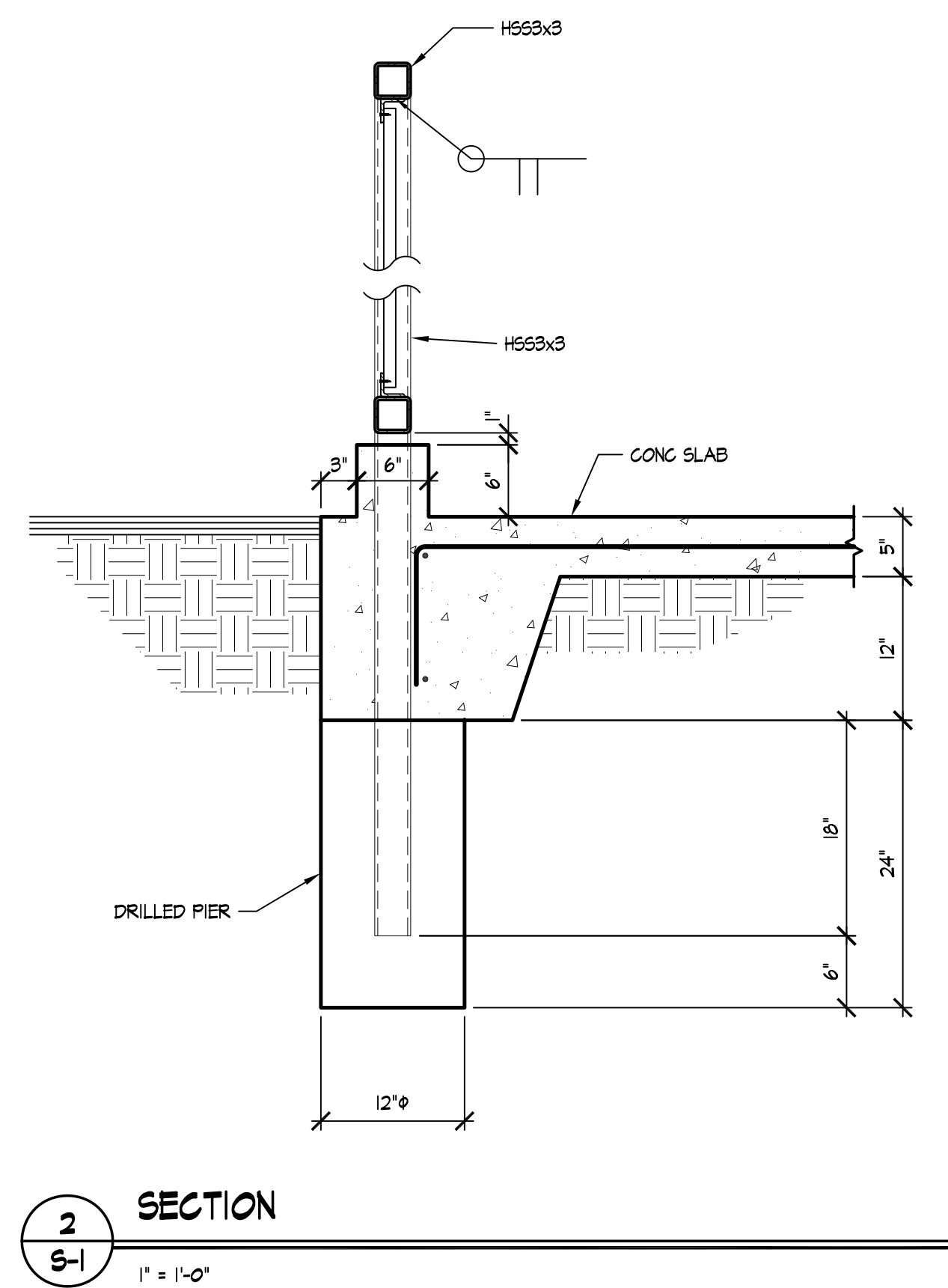
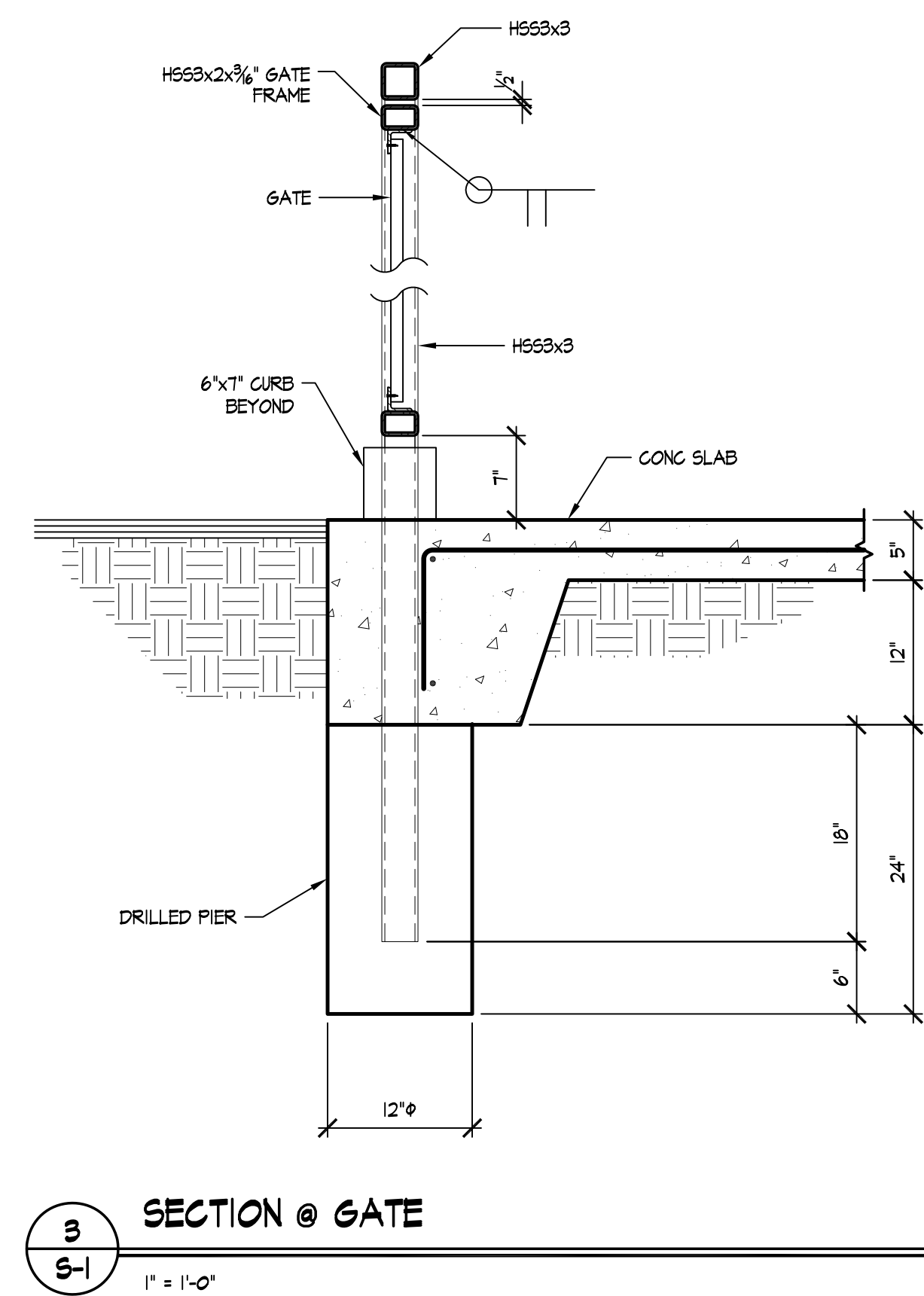
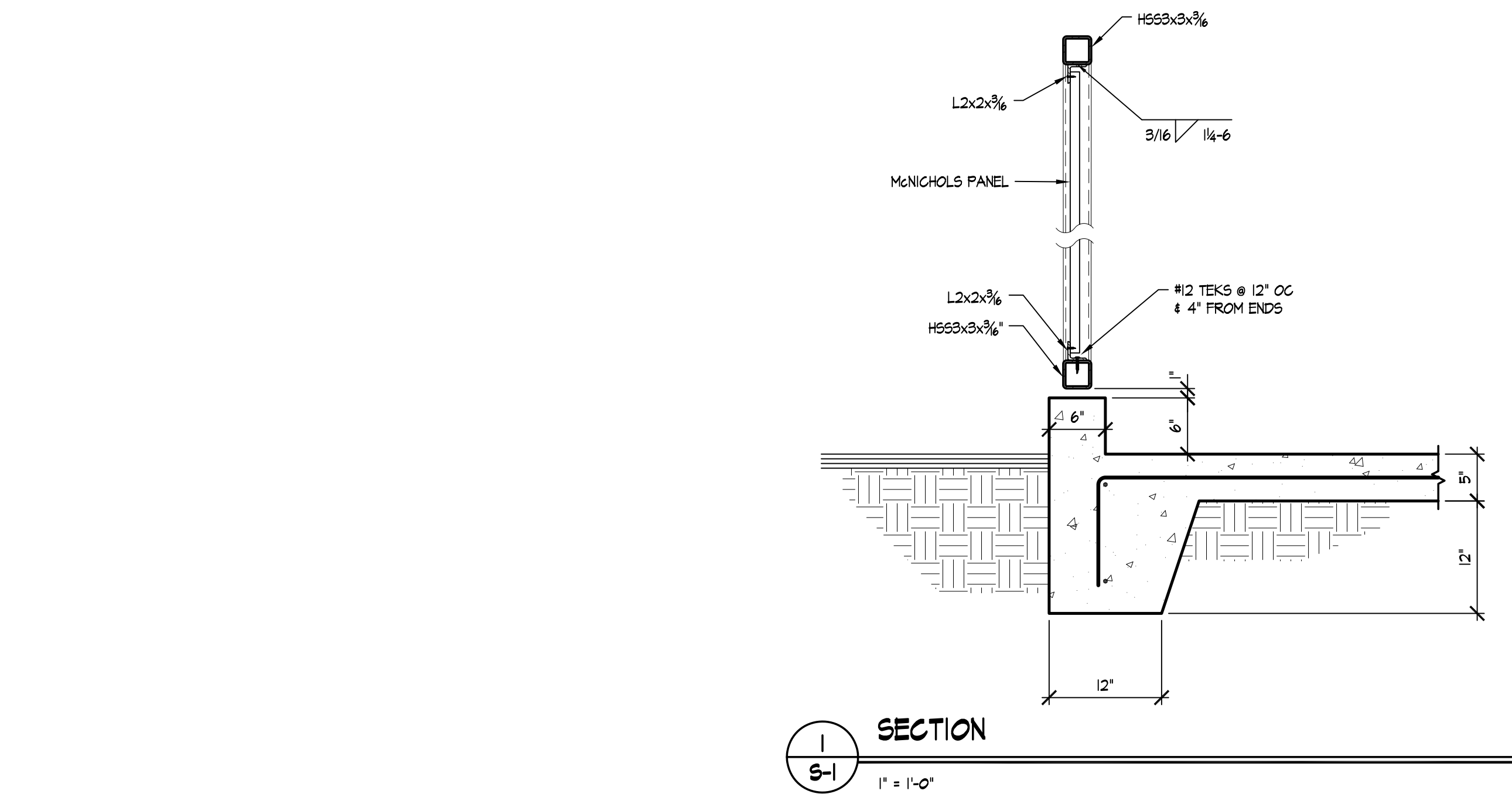
444 ALABAMA STREET, VALLEJO, CA

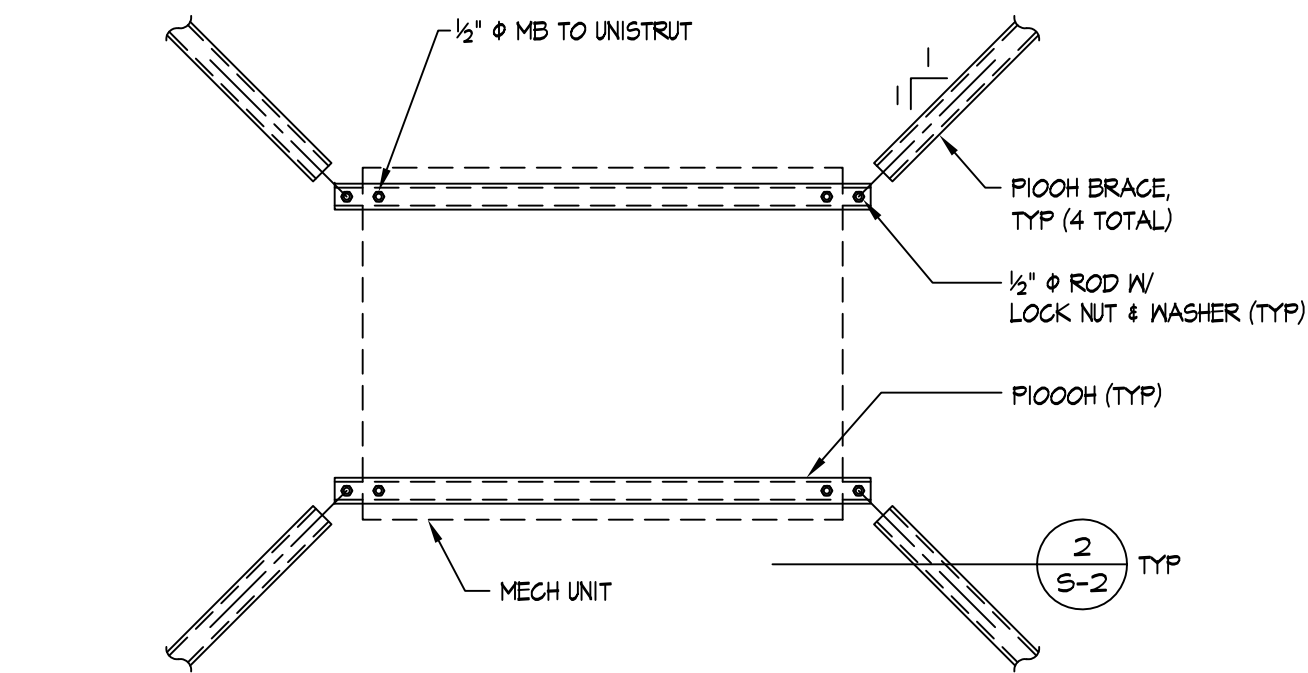
FIRST FLOOR
PLAN &
TRASH
ENCLOSURE
DETAILS

REVISIONS:	

SCALE: AS NOTED
ISSUE: MAY 15, 2020

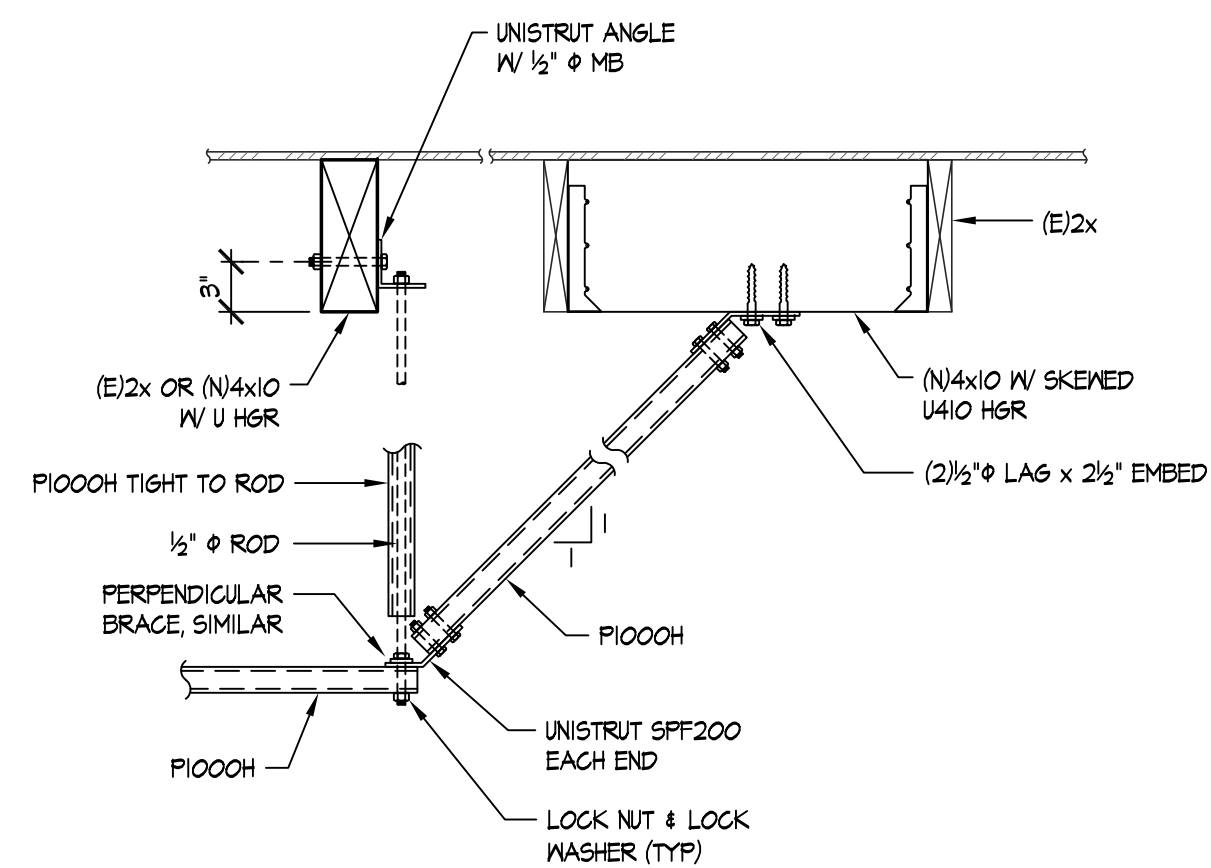
S-1





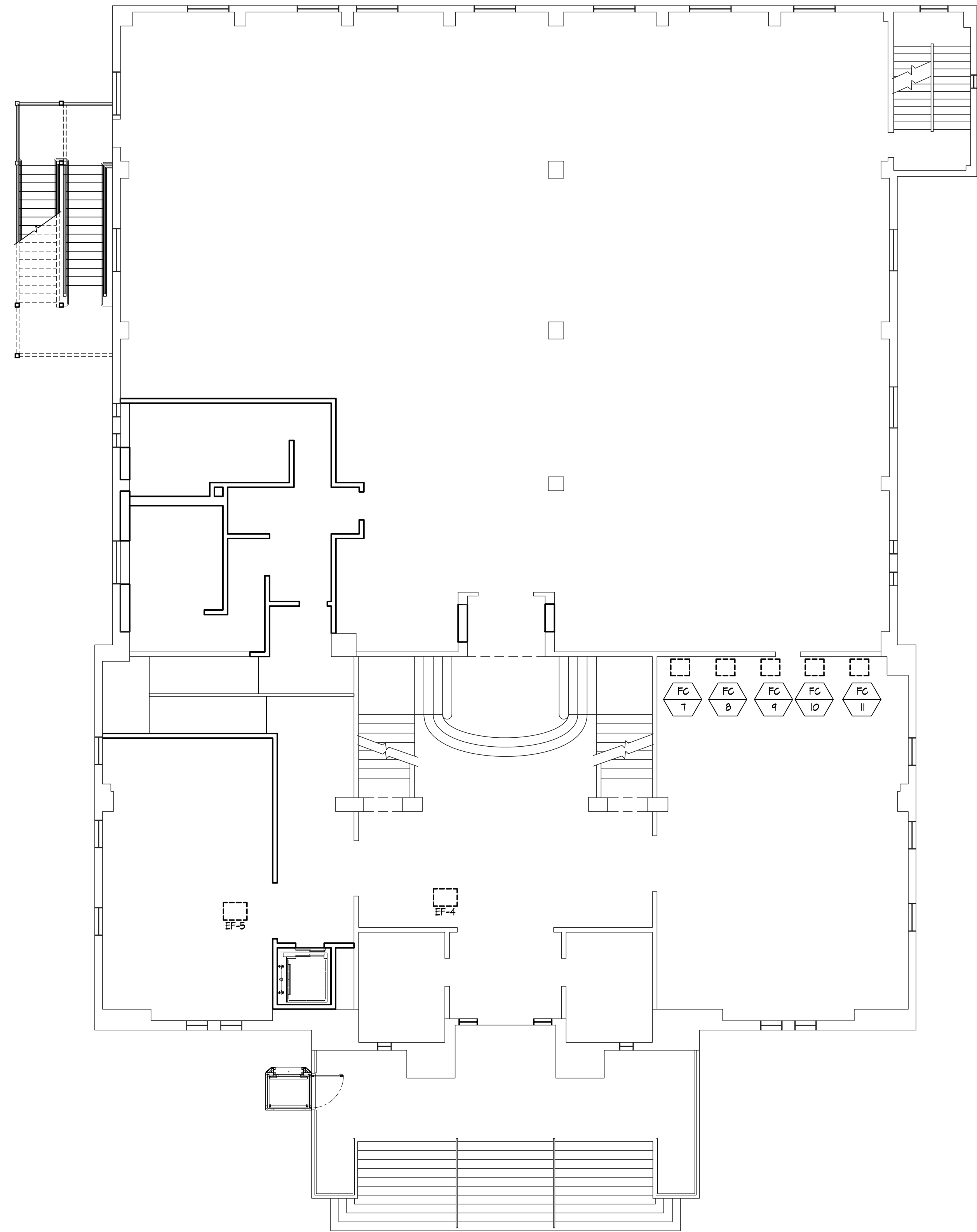
1 PLAN - SUSPENDED MECH UNIT

1" = 1'-0"



2 SECTION

1" = 1'-0"



A SECOND FLOOR PLAN

1/8" = 1'-0"

BUILDING REMODEL FOR
THE ARMADA EVENT CENTER
444 ALABAMA STREET, VALLEJO, CA

SECOND
FLOOR PLAN
& SECTIONS

REVISIONS:

SCALE: AS NOTED

ISSUE: MAY 15, 2020

S-2

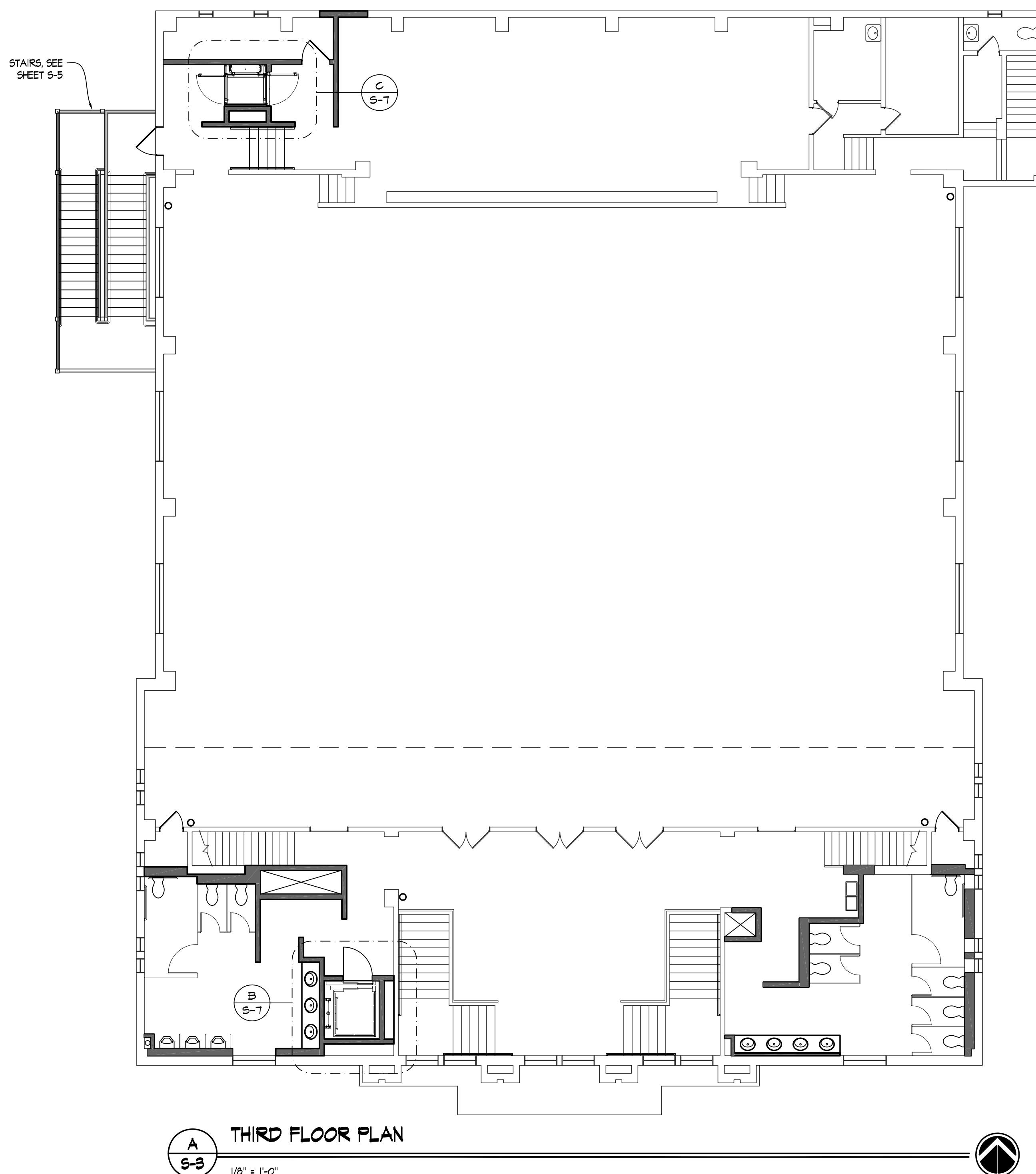
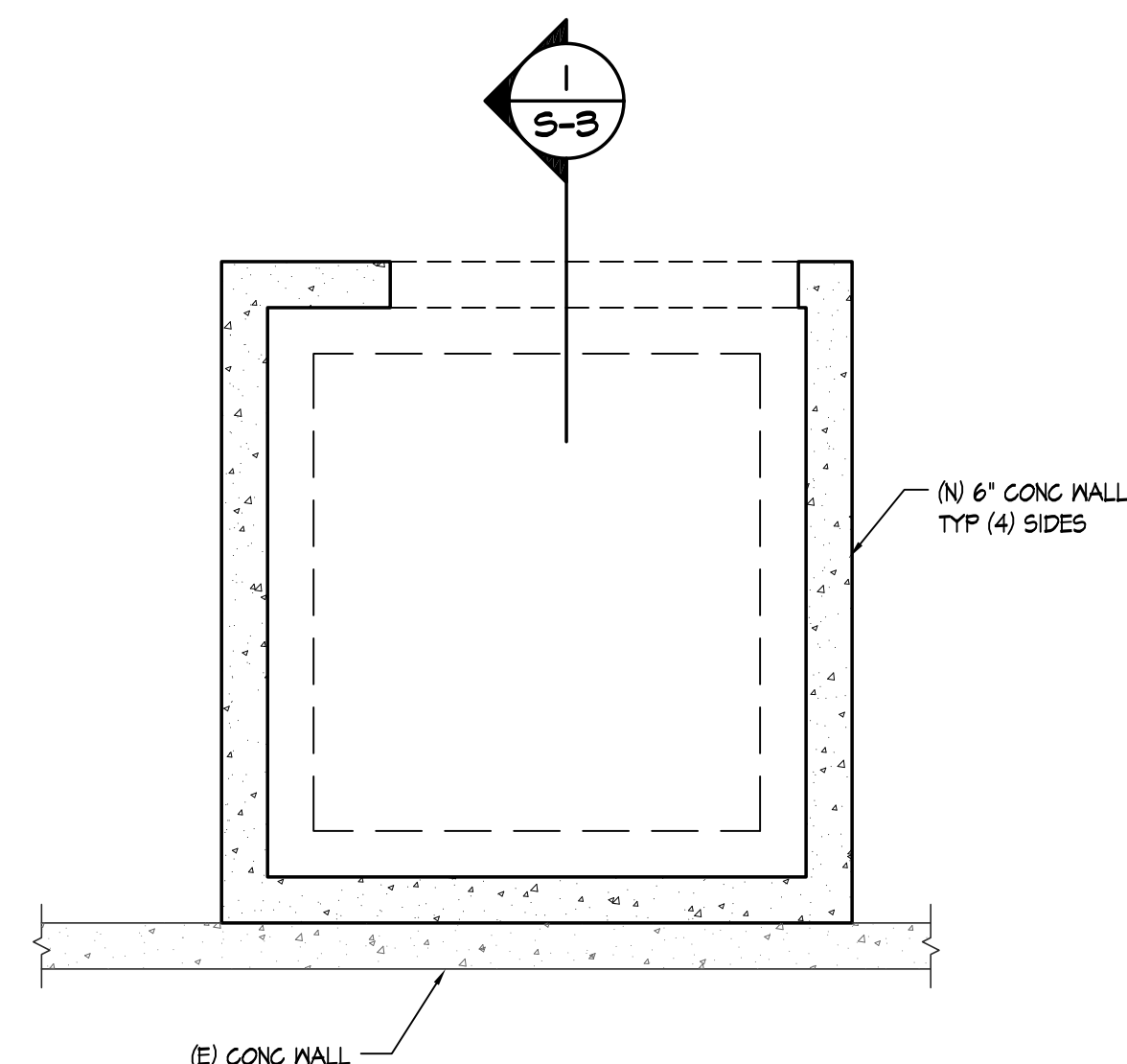
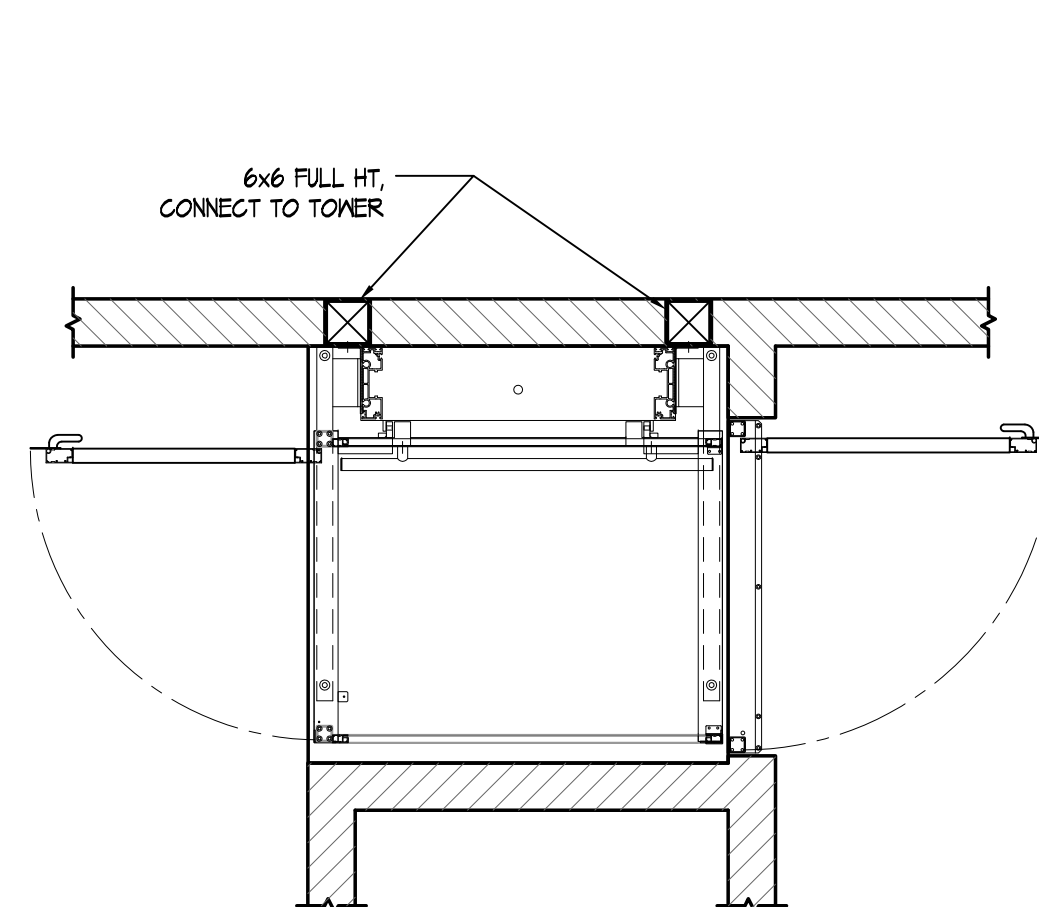
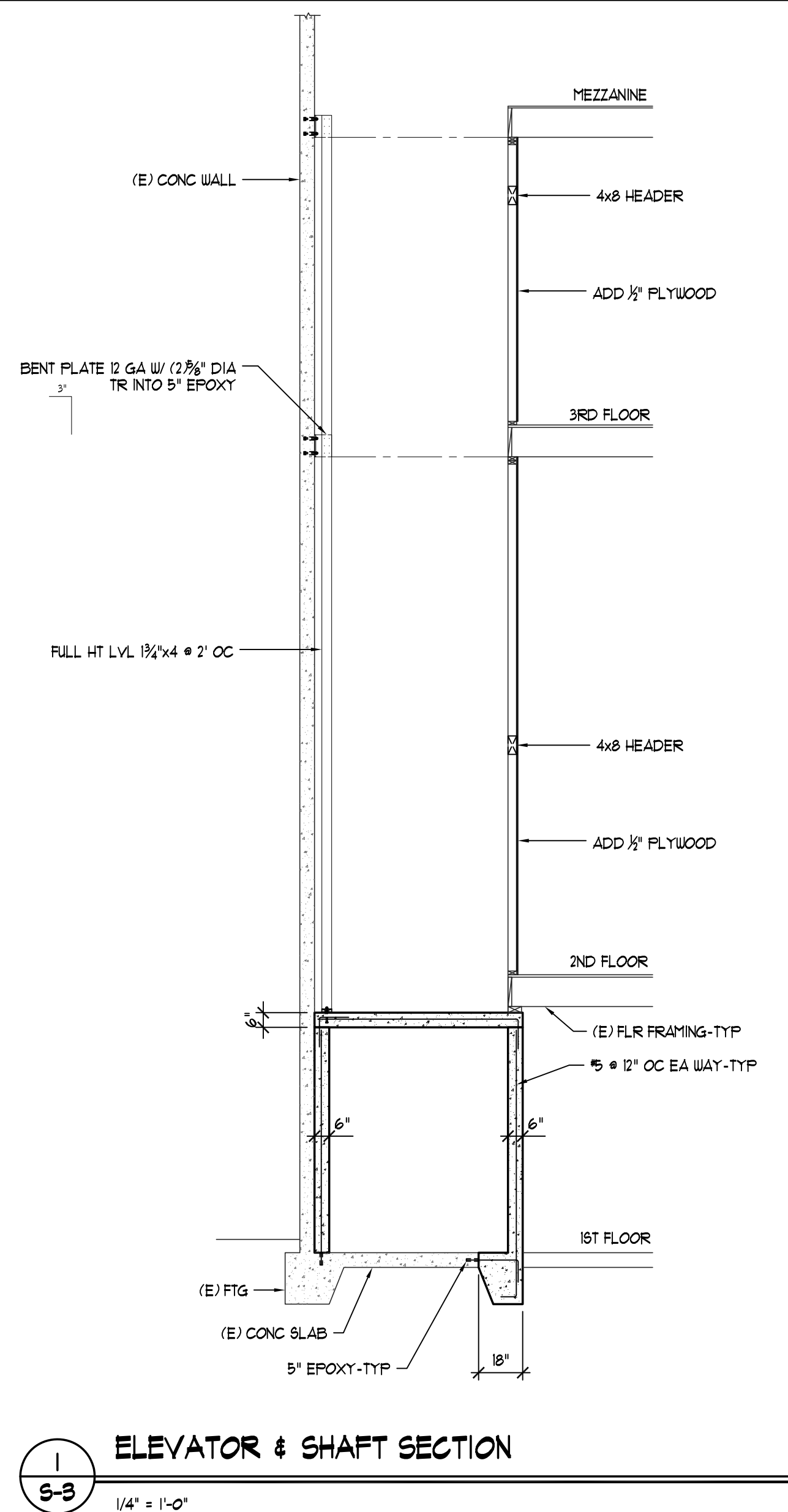
REVISIONS:

BUILDING REMODEL FOR
THE ARMADA EVENT CENTER
444 ALABAMA STREET, VALLEJO, CA

THIRD FLOOR
PLAN, LIFT &
ELEVATOR
DETAILS

DATE MAY 15, 2020

S-3



NOTE:
THE CONTRACT DRAWINGS REPRESENT THE FINISH STRUCTURE & DO NOT INCLUDE METHODS, PROCEDURES OR SEQUENCES OF CONSTRUCTION. THE CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS TO MAINTAIN AND ENSURE THE INTEGRITY OF THE STRUCTURE DURING CONSTRUCTION. CONTRACTOR SHALL DESIGN, CONSTRUCT AND MAINTAIN ALL SAFETY DEVICES, INCLUDING SHORING, GUYS AND BRACING. CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR CONFORMING TO ALL LOCAL, STATE AND FEDERAL SAFETY, FIRE SAFETY AND HEALTH STANDARDS, LAWS, REGULATIONS AND ORDINANCES. TSA STRUCTURAL ENGINEERS INC. SCOPE OF WORK DOES NOT INCLUDE THE ABOVE, THE MEANS & WAYS OF CONSTRUCTION NOR SAFETY MEASURES AT THE PROJECT CONSTRUCTION SITE. DRAINAGE, WATERPROOFING, VENTILATION AND ARCHITECTURAL DETAILS ARE NOT WITHIN TSA SCOPE OF WORK.

BUILDING REMODEL FOR

THE ARMADA EVENT CENTER

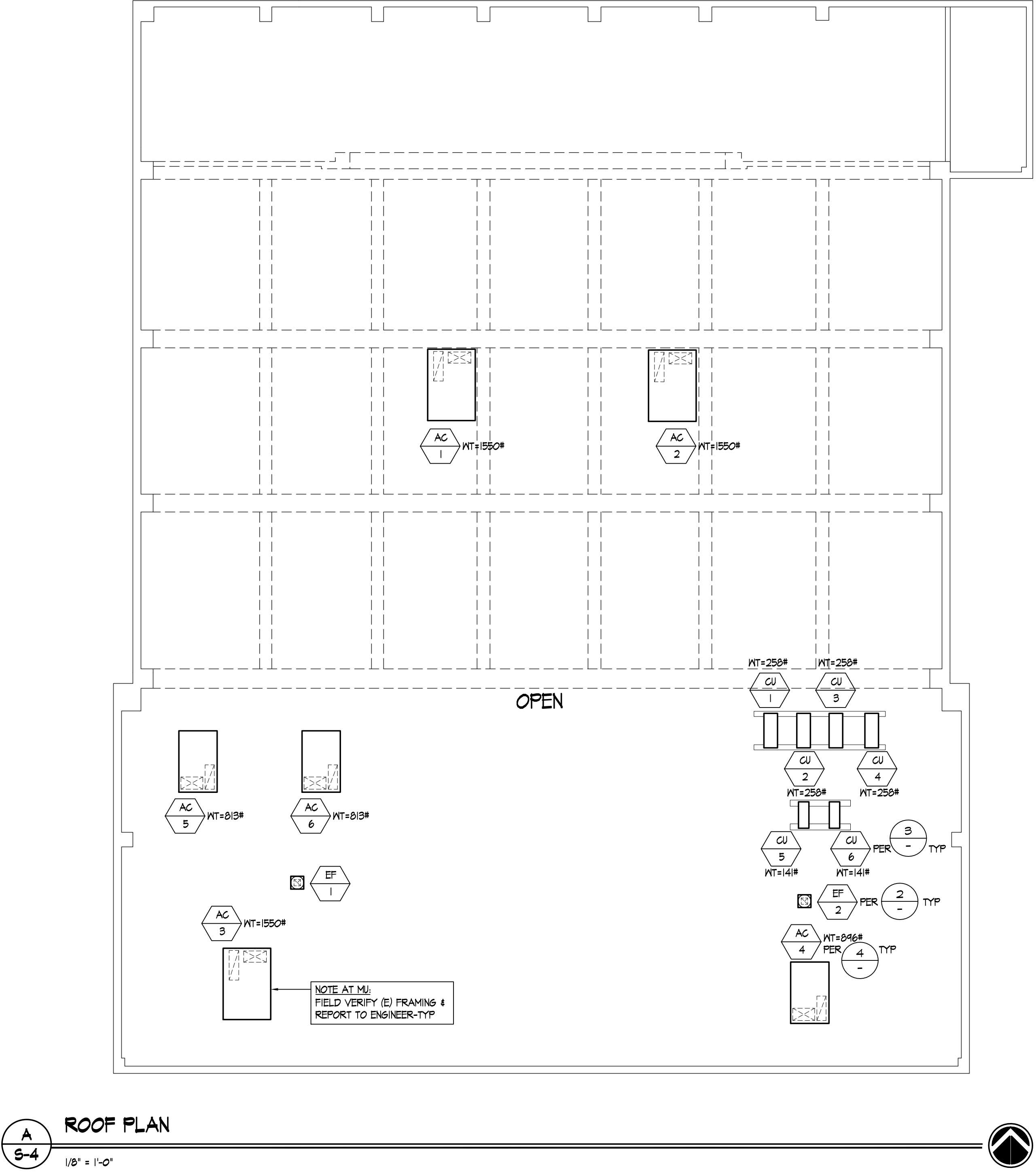
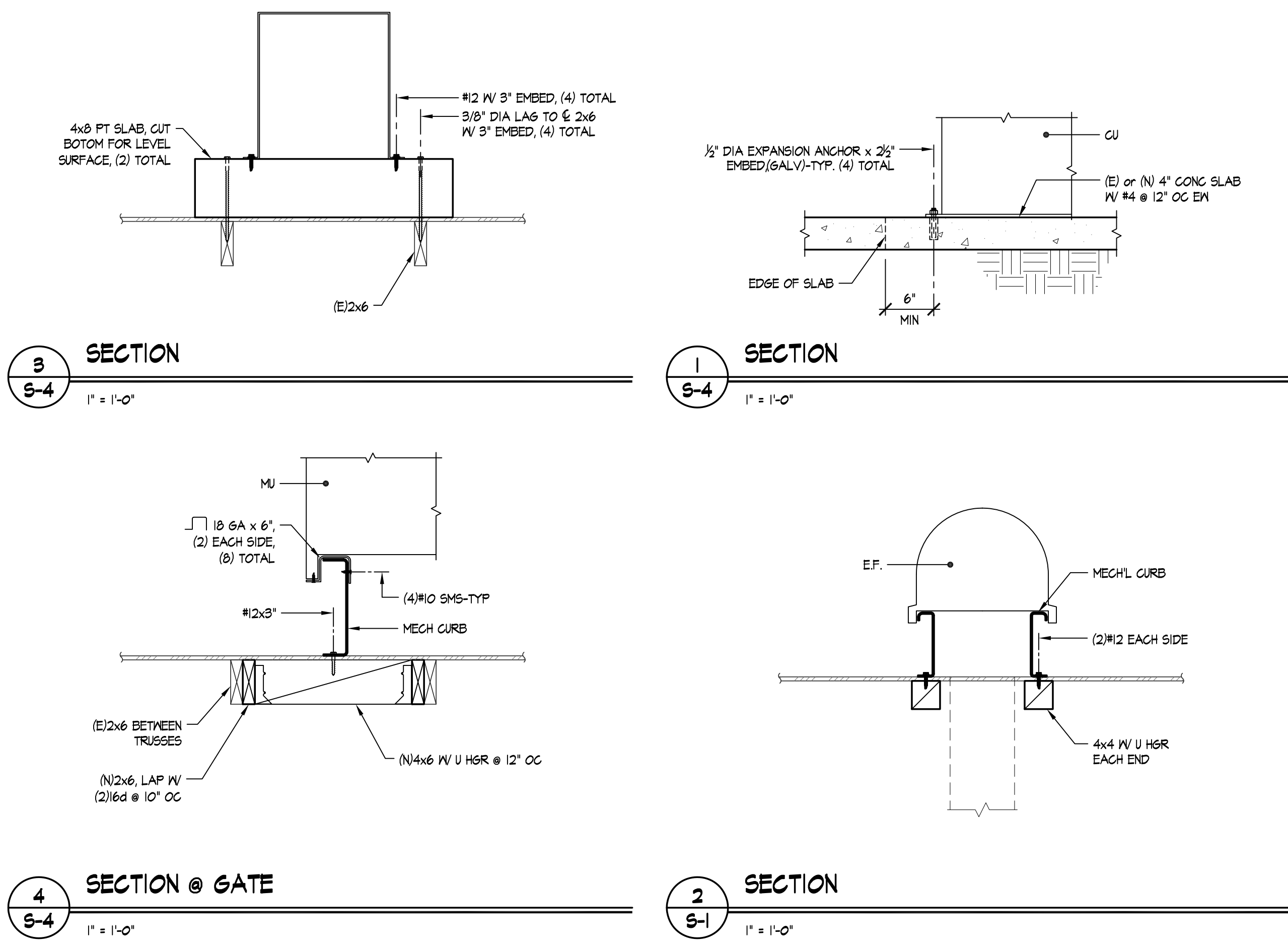
444 ALABAMA STREET, VALLEJO, CA

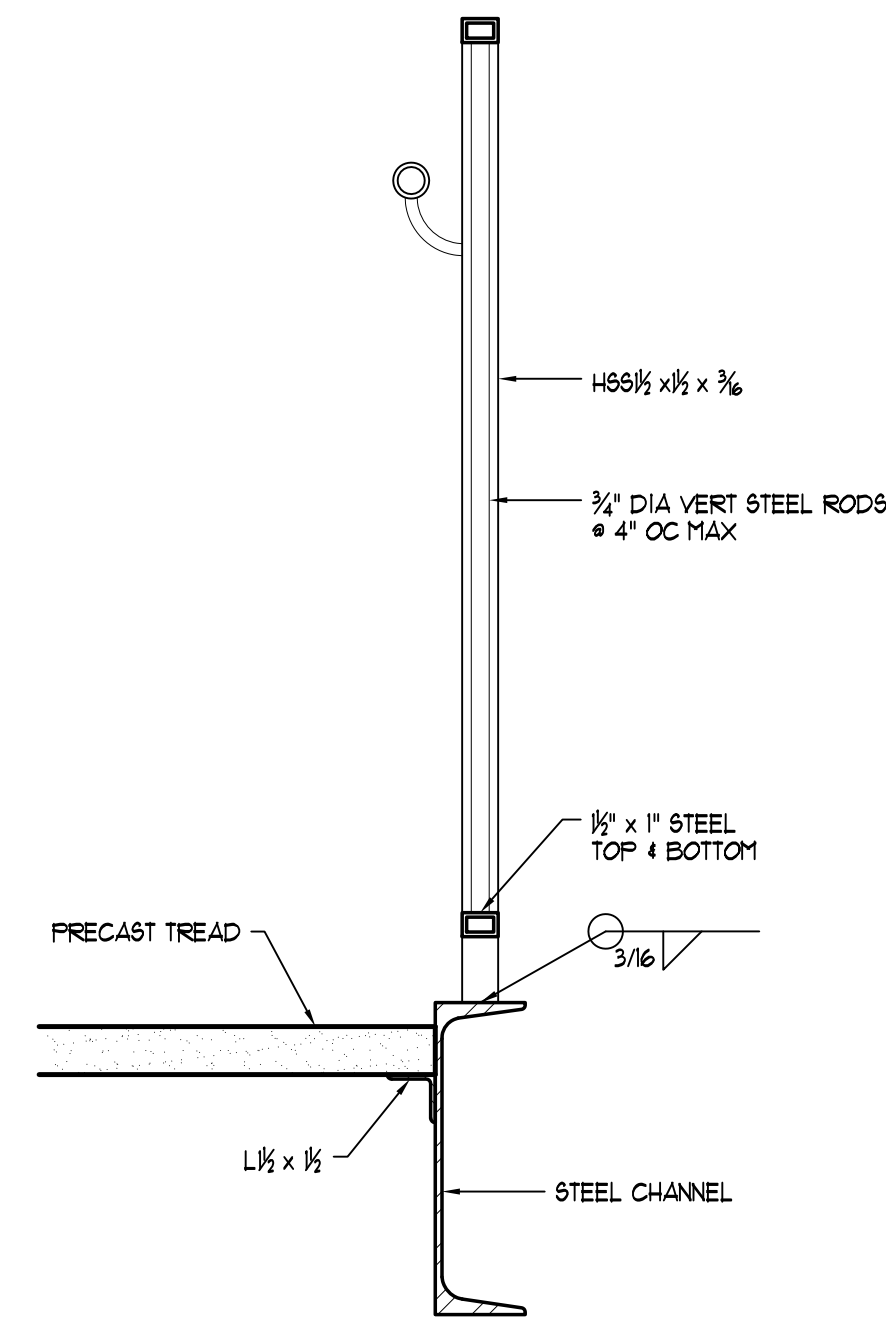
ROOF PLAN
& DETAILS

REVISIONS:

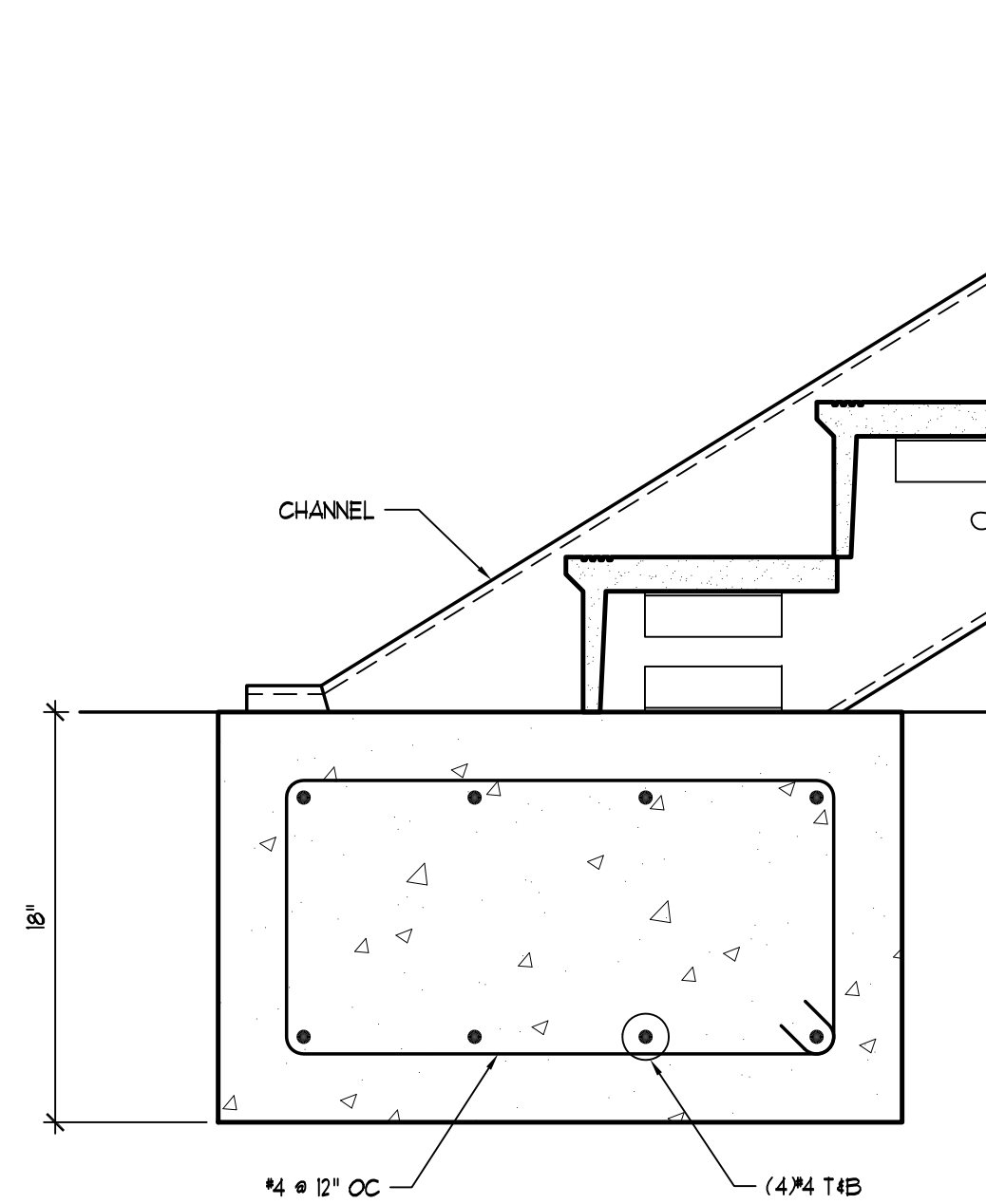
SCALE: AS NOTED

ISSUE: MAY 15, 2020

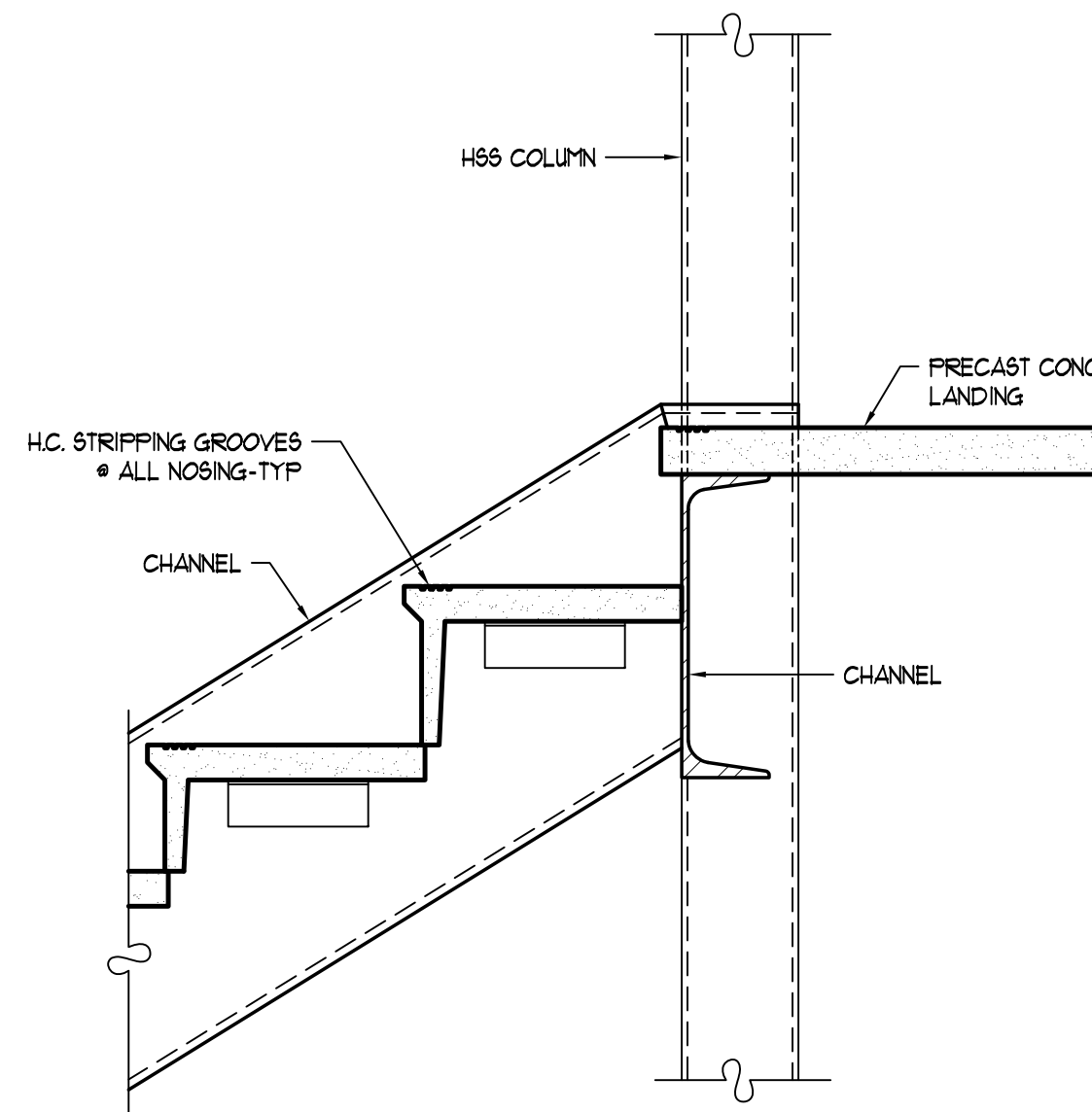




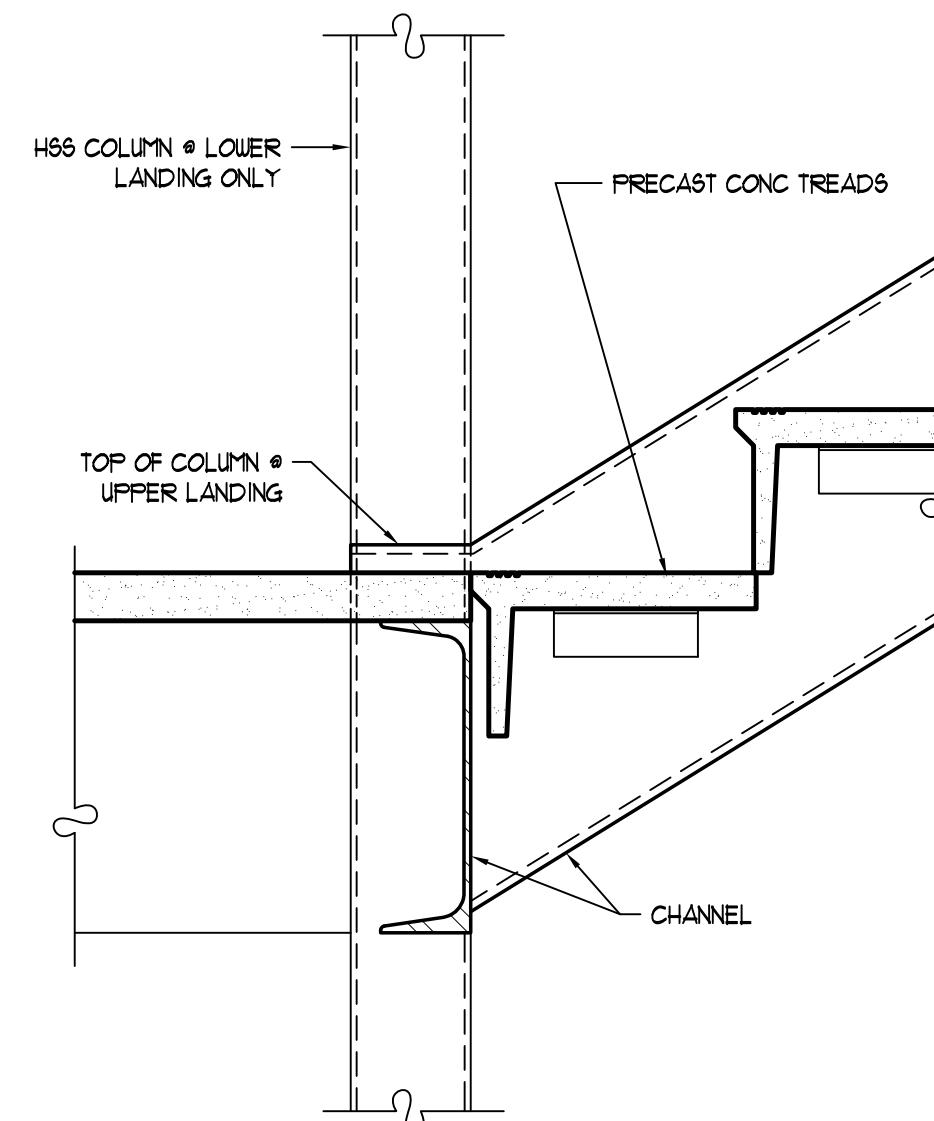
2
S-5 **GUARD / HANDRAIL SECTION**
1 1/2" = 1'-0"



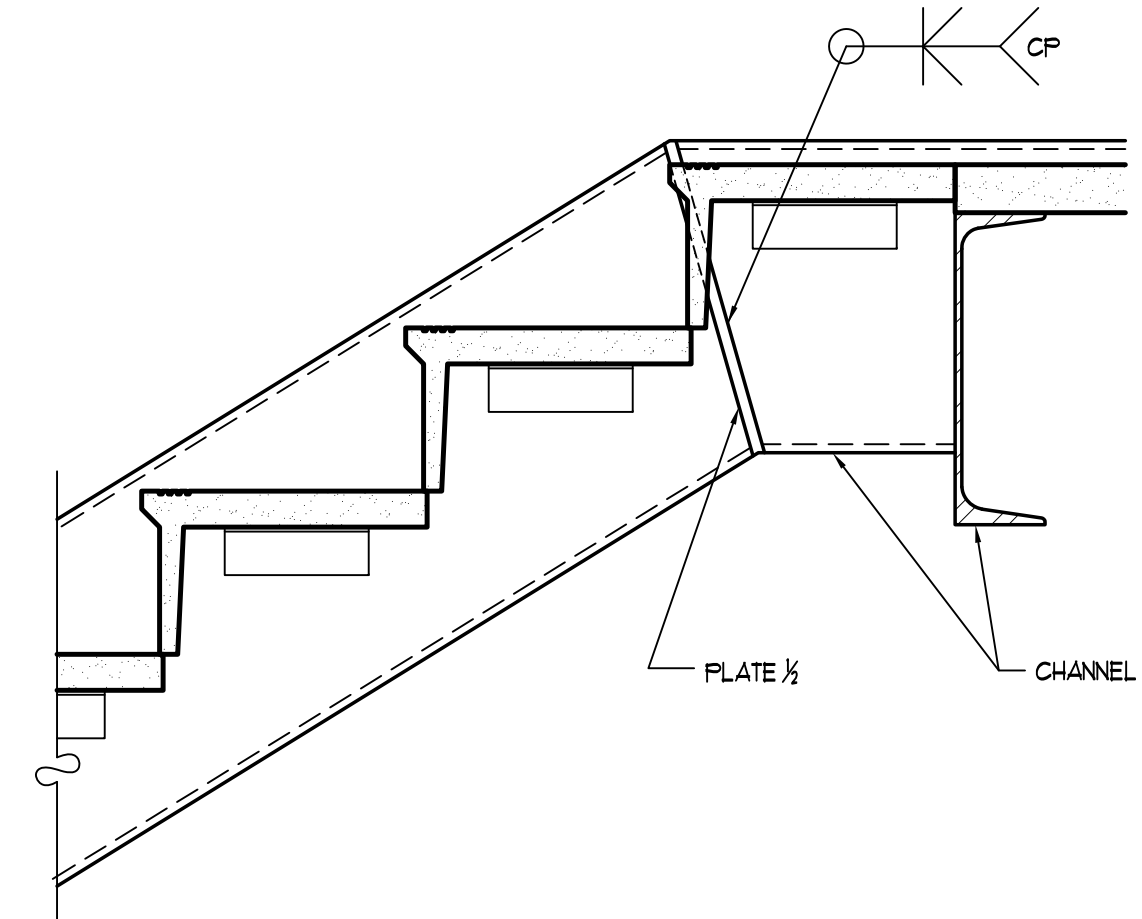
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S-5 **DETAIL @ STAIR FOOTING**
1 1/2" = 1'-0"



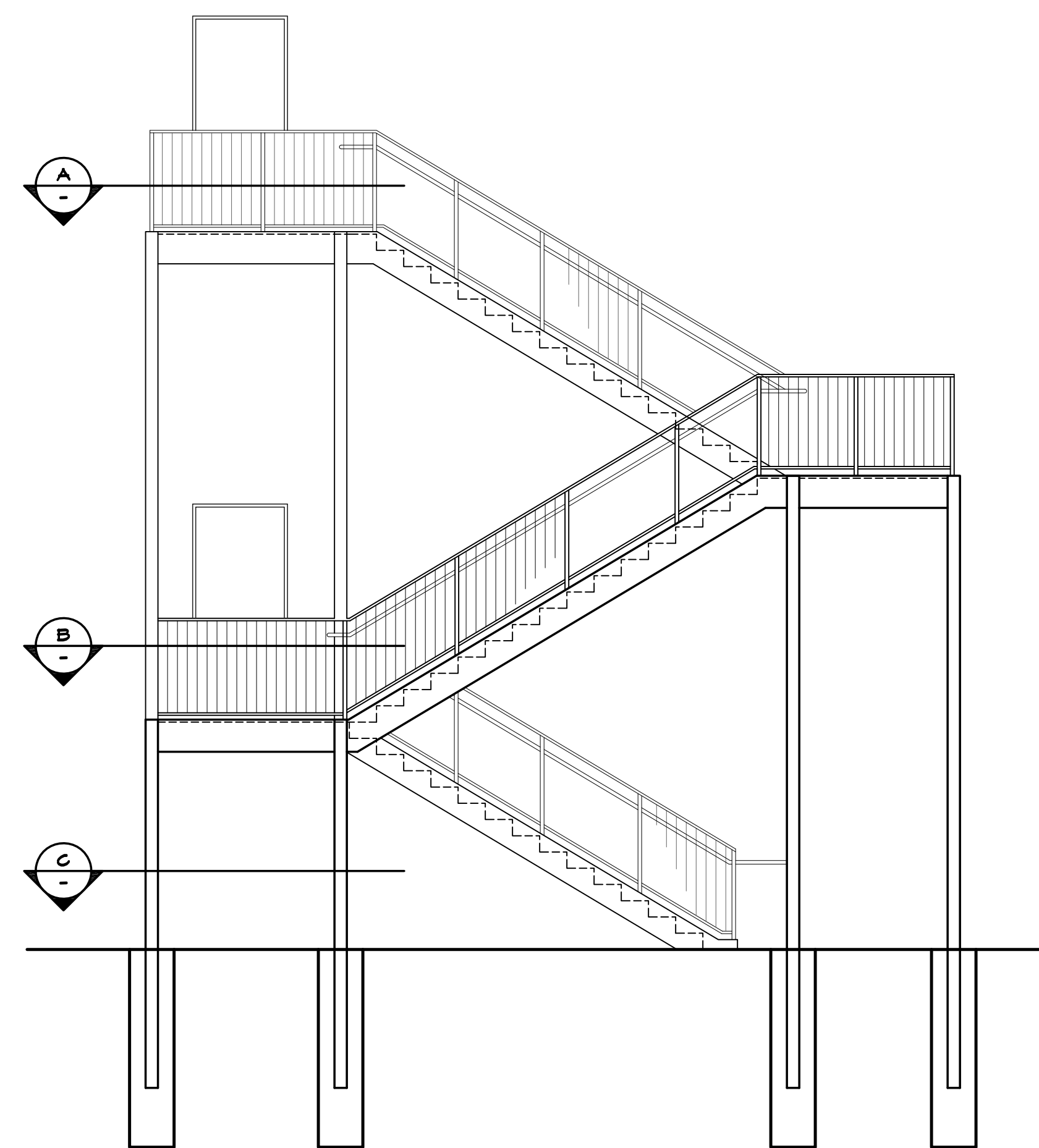
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S-5 **DETAIL @ STAIR LANDING**
1 1/2" = 1'-0"



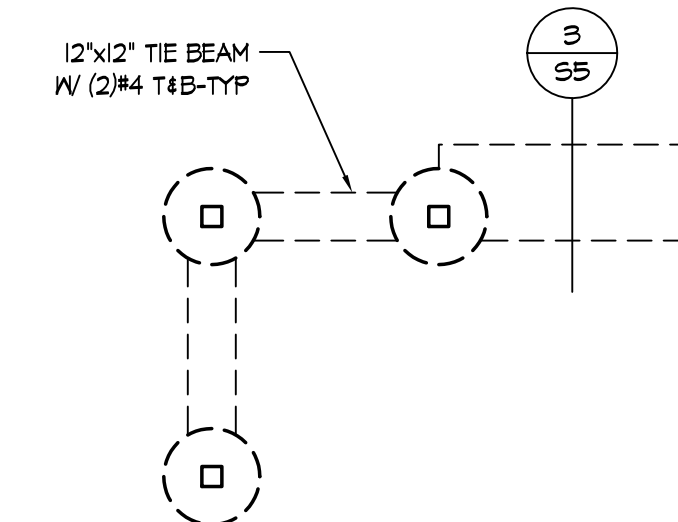
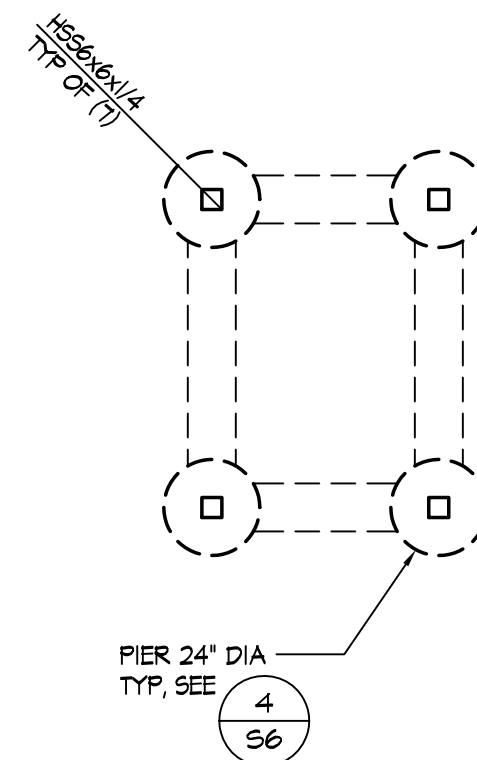
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S-5 **DETAIL @ STAIR LANDING**
1 1/2" = 1'-0"



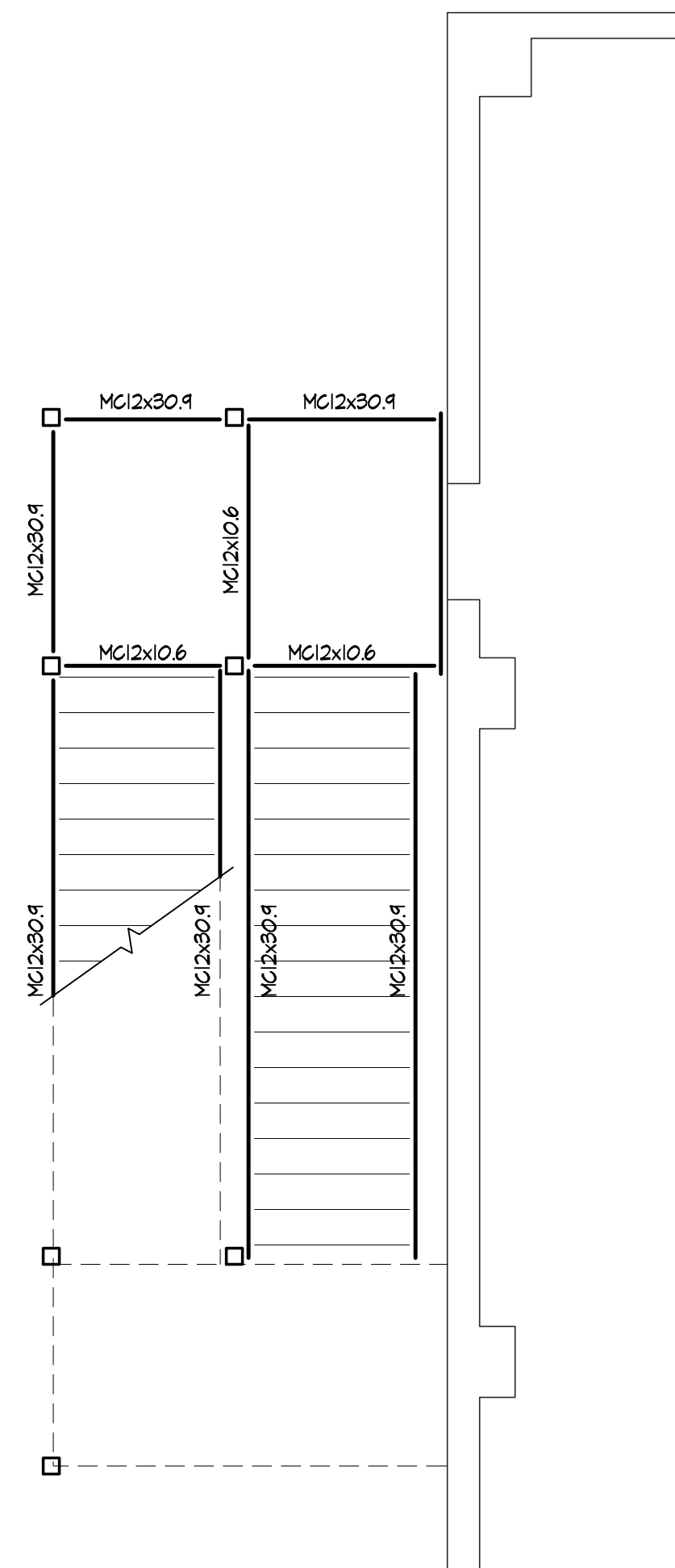
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A-6 **DETAIL @ TOP OF STAIR**
1 1/2" = 1'-0"



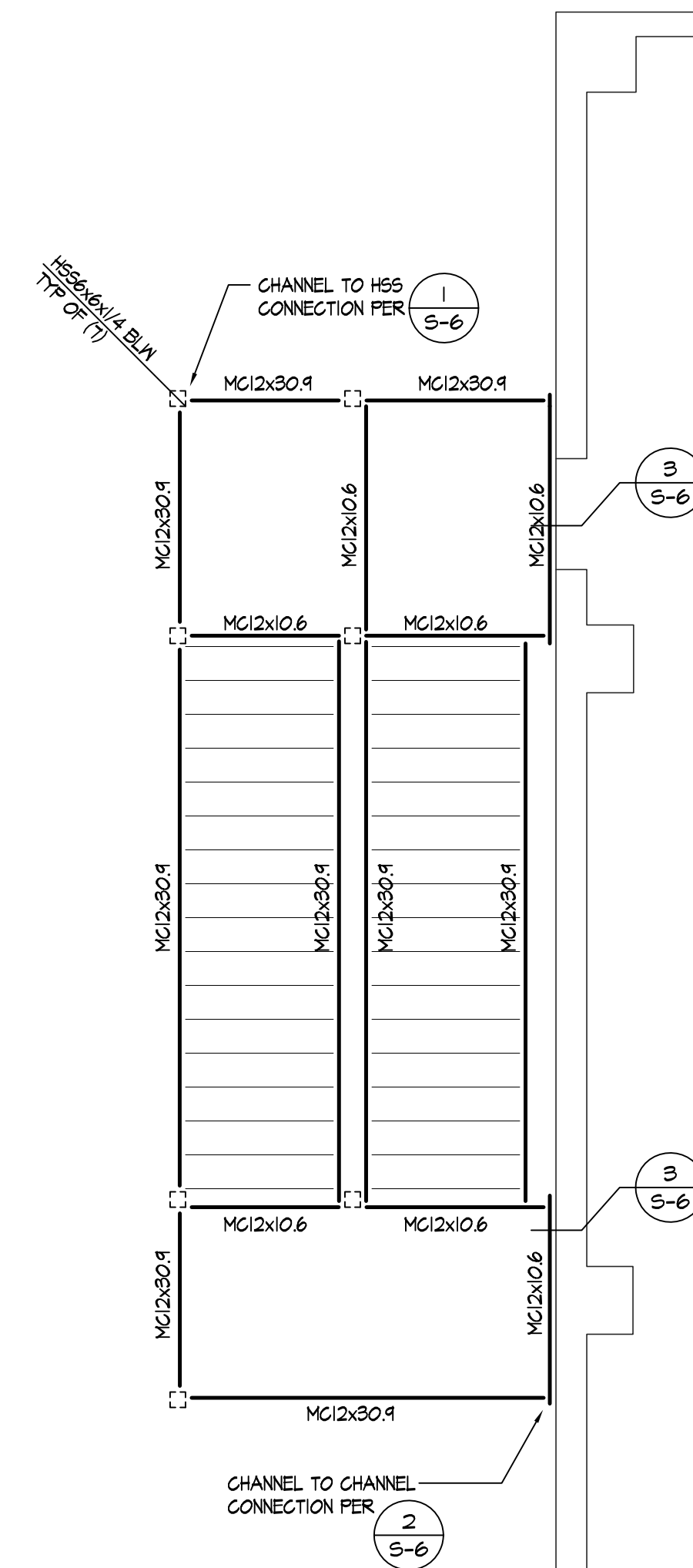
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S-5 **STAIR ELEVATION**
1/4" = 1'-0"



C
S-5 **STAIR PLAN FOUNDATION PLAN**
1/4" = 1'-0"



B
S-5 **SECOND FLOOR STAIR PLAN**
1/4" = 1'-0"



A
S-5 **THIRD FLOOR PARTIAL PLAN & STAIR**
1/4" = 1'-0"

NOTE:
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BUILDING REMODEL FOR
THE ARMADA EVENT CENTER
444 ALABAMA STREET, VALLEJO, CA

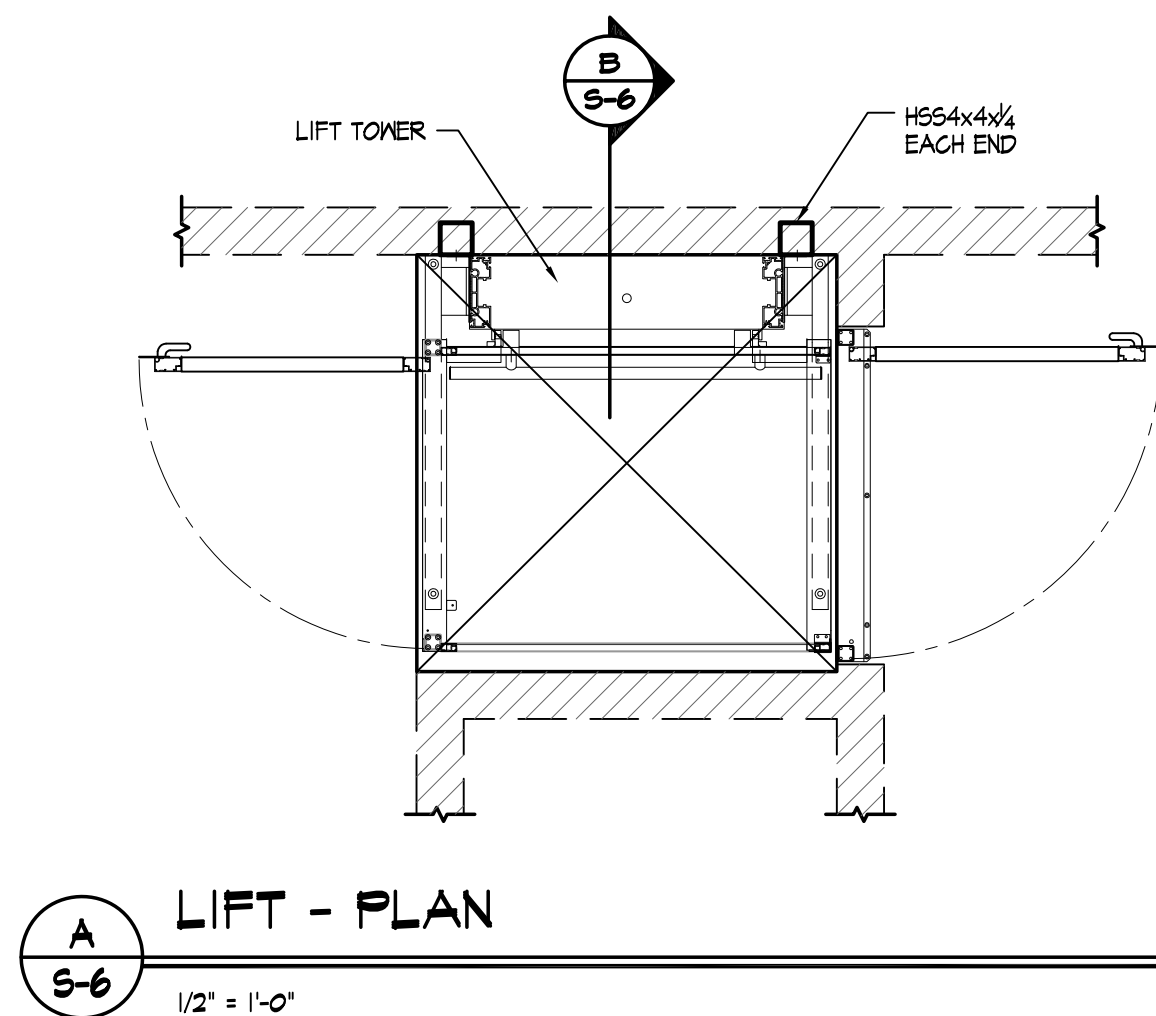
STEEL
DETAILS
AND
SECTIONS

REVISIONS:

SCALE: AS NOTED

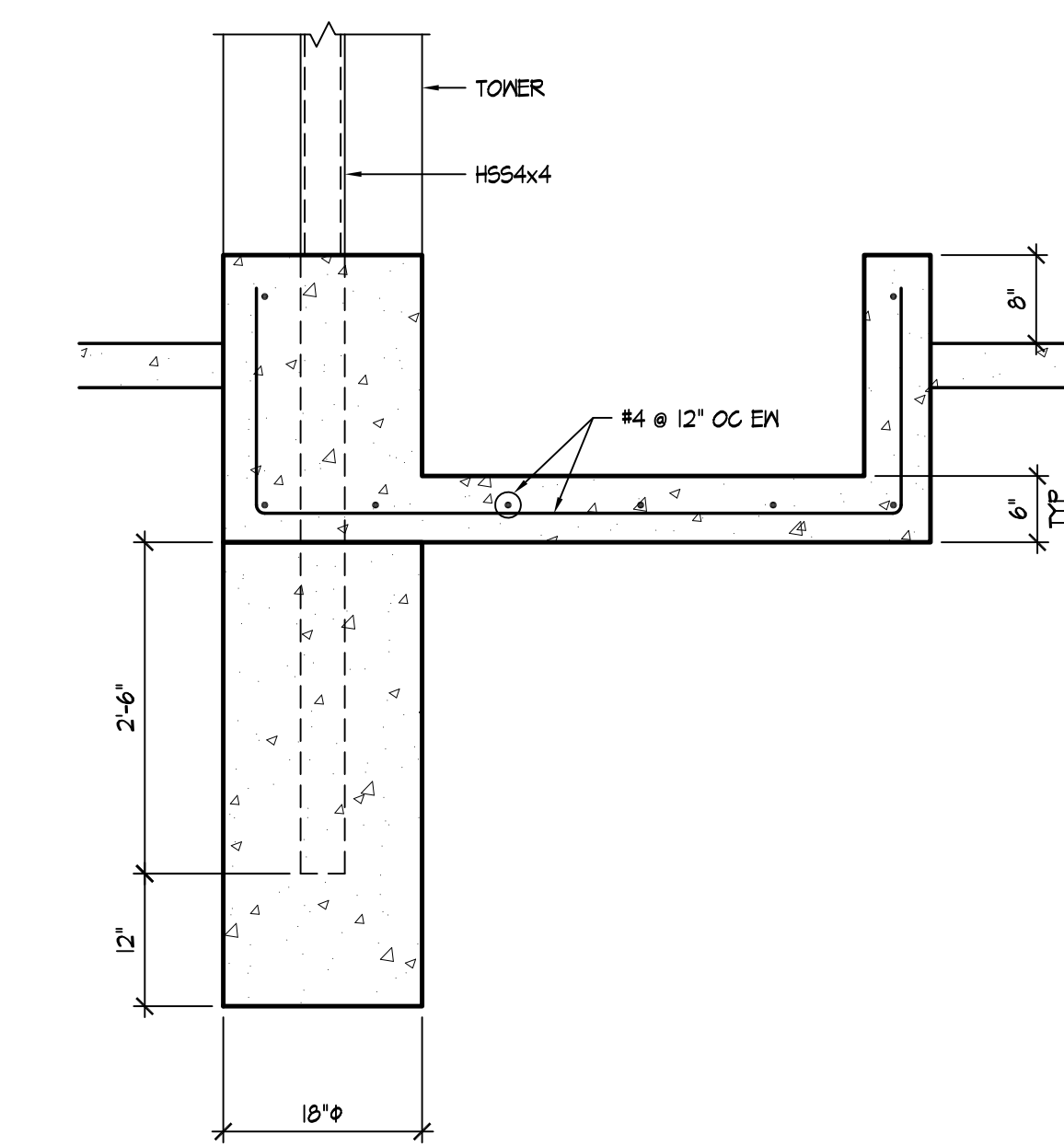
ISSUE: MAY 15, 2020

S-6



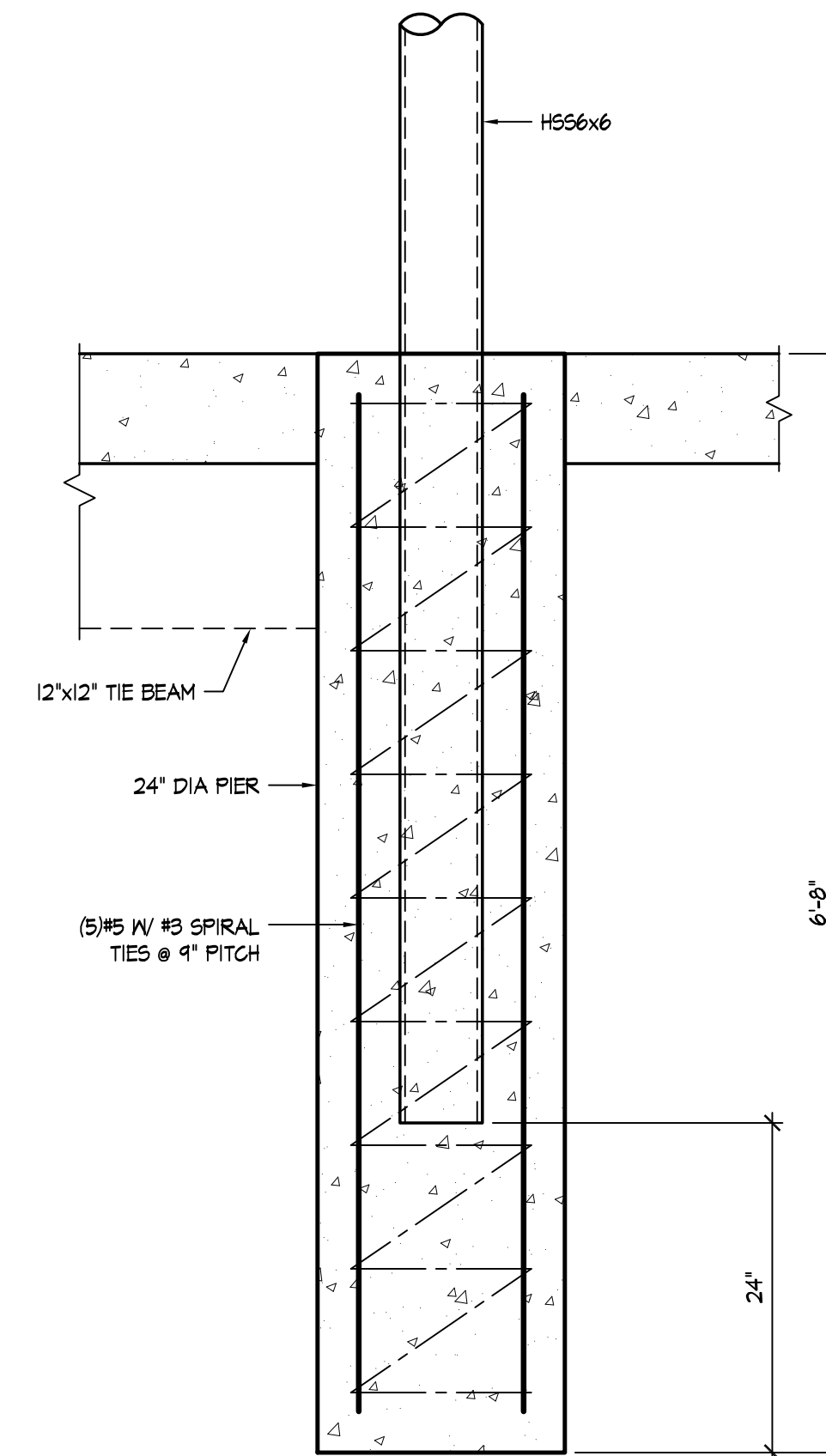
LIFT - PLAN

1/2" = 1'-0"



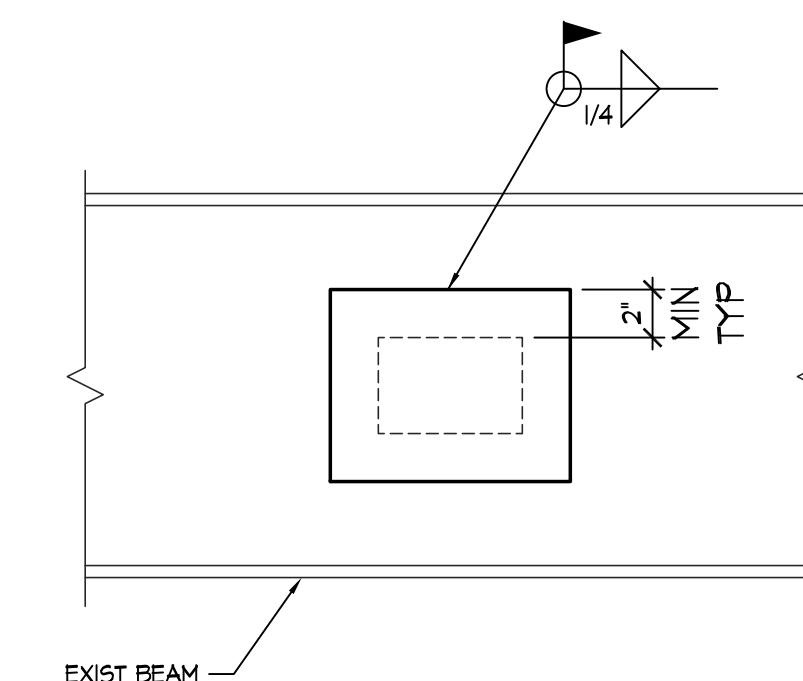
INTERIOR LIFT - ELEVATION

1/2" = 1'-0"



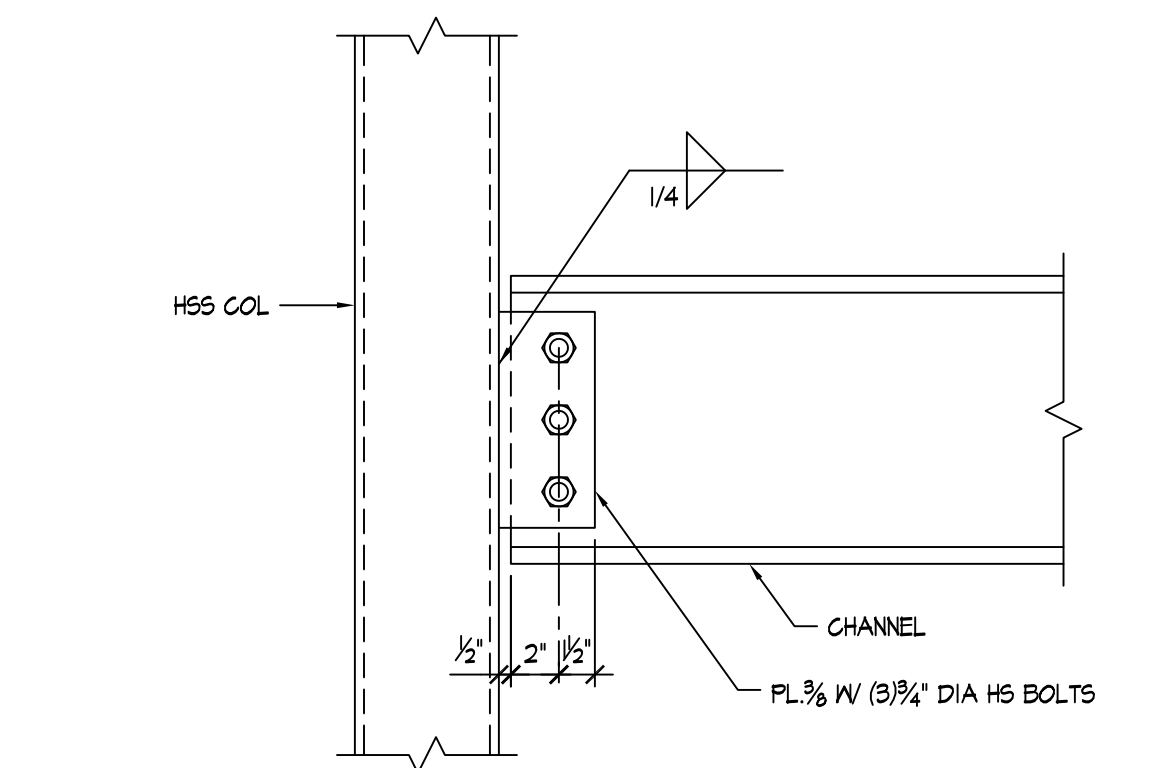
STAIR SECTION

1" = 1'-0"



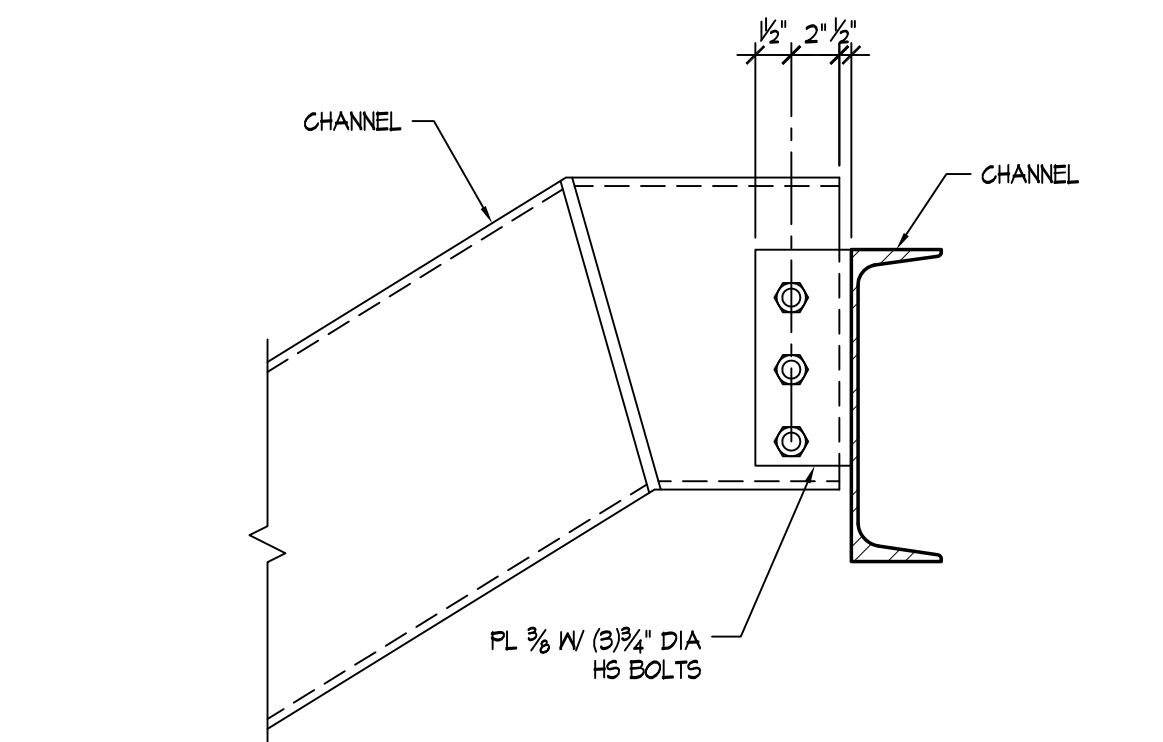
BEAM REPAIR - ELEVATION

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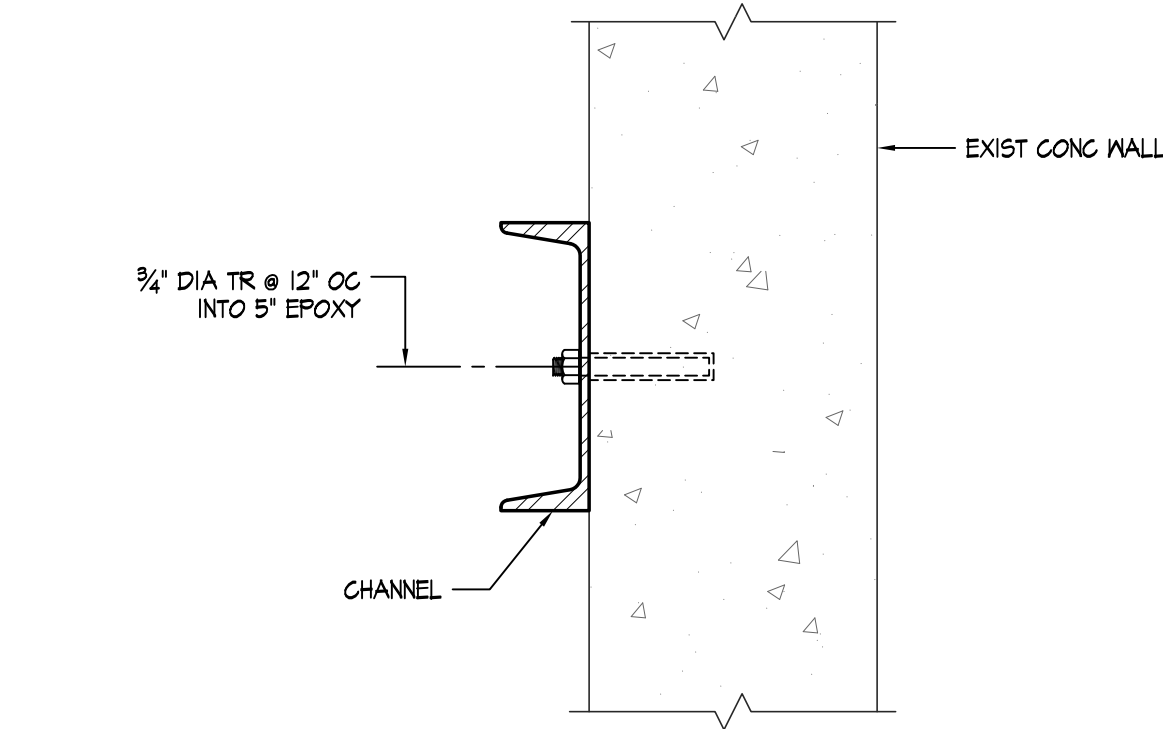
STAIR SECTION

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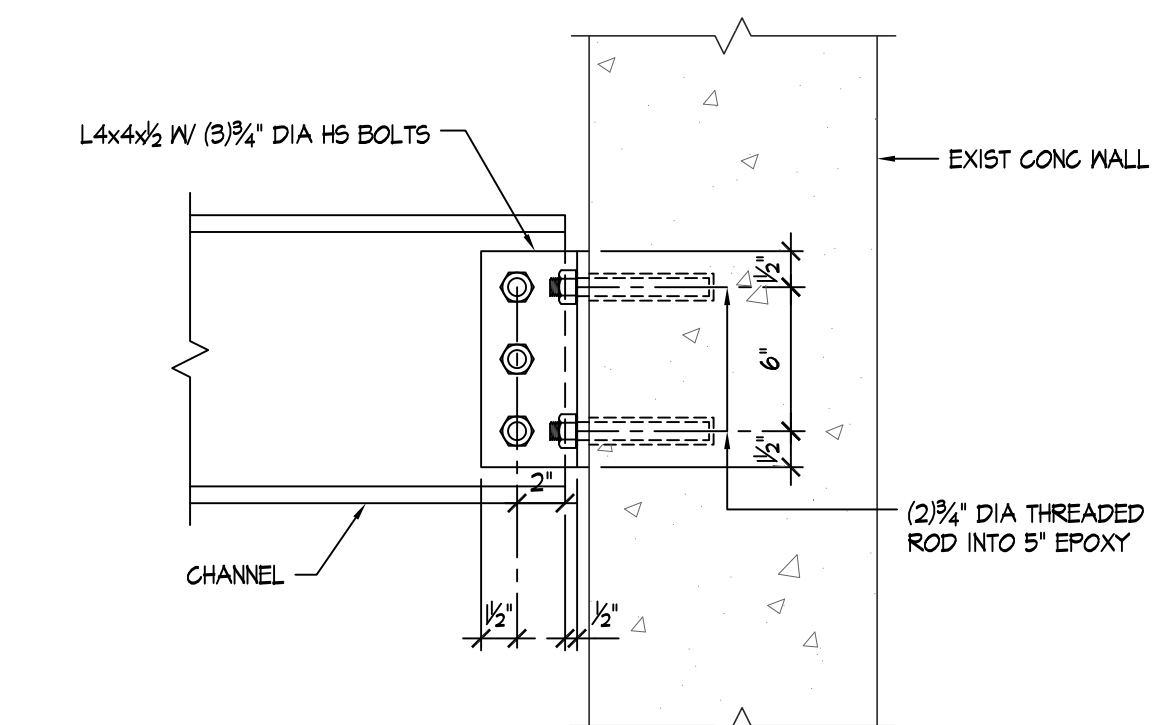


STAIR SECTION

1 1/2" = 1'-0"



SECTION @ PARALLEL CHANNEL



SECTION @ PERP CHANNEL

STAIR DETAILS

1 1/2" = 1'-0"

June 23, 2020

444 Alabama Street. Former Veterans Memorial Building.

Security Plan / Operations Info

The Armada is a private event venue. We require security personnel for any events wherein the attendee is not known by the host client (best examples: tickets purchased for a charity event, specifically if there is entertainment. Also, any charity events celebrating holidays – Halloween, NYE the biggest. We also require security for all proms.

We post 1 security guard for every 60 attendees. All security personnel shall be attired in a manner to readily identify them as such. At minimum, one security guard is posted at the exterior entrance to the venue. Security or management will ask anyone who is causing a disturbance to leave. And, If necessary, security or management will call the local law enforcement agency for assistance.

Additionally, interior and exterior video cameras will be mounted to cover the entrance, exits and entire premises. Digital tapes will be made available upon request by the local Police Department. We will familiarize all security staff with provisions of the local ordinances for dealing with unruly patrons. When a patron acts in a manner that is violent, abusive, indecent, profane, boisterous, or otherwise disorderly, we will immediately contact the police and request that the police invoke the provisions of the ordinance.

Alcohol policies/procedures:

A Type 47 ABC license is requested (bona fide eating place with on-site service of beer, wine and distilled spirits). Intoxicated patrons will be immediately cut-off from continued service. And if necessary also escorted from the venue and a taxi/rideshare secured for safe transport.

Types of Events/Occupancy:

Based on the other 4 venues the owner operates (The GlassHouse, Corinthian Grand Ballroom, Mansion54 and The Villa in Tyler) we project 57% of our events to be social celebrations (weddings, quinceaneras, proms, anniversaries, etc.); 24% corporate focused (holiday parties, workshops, luncheons, trade shows) and 19% charity focused (fund-raisers).

The maximum occupancy for the top floor is 1,519: 1,210 for the ballroom and 309 for the balcony. However, in reality, most events are banquet style, which is a 420 occupancy.

Hours of operation:

Requested hours are 6 am – 11:30 p.m. Sunday through Thursday, and 6 a.m. to 2 a.m. Friday and Saturday nights and Halloween and NY Eve. Many weddings extend into those late hours. Morning operations will be for quiet events such as churches or breakfast meetings. Incidentally, we have a 2am closing time at The GlassHouse in downtown San Jose. In 6 years of continuous operation, we have not had one complaint.

1. Are security personnel properly credentialed? **Yes.**
2. Provide metal wands at entrances. **If required, yes.**
3. Improve parking lot lighting. **That will be completed prior to occupancy.**
4. Recommend flock Safety cameras <https://www.flocksafety.com/>. These cameras can be purchased by private entities but allow us to be able to tap into those networks. They are essentially motion detected LPR cameras. **Agreed**
5. Install high quality genetec type cameras. <https://www.genetec.com/> **Agreed**
6. Provide further info on target audience – age group etc. **Its important for the distinction between private event venue opposed to Any bar/nightclub/restaurant open to the public. Depending on the event, we now beforehand the total customer count and the makeup of the crowd. And, can plan ahead accordingly.**
7. City will partner with ABC and conduct routine follow-up with them. **As they do at all our other venues.**

Additional information for VPD. I think its important to again underscore again we are Not a bar or nightclub. Therein, we do not have the problems associated with those operations.

Bar Management Practices

- What is the primary theme of a typical problem bar? **There are many, None of which are present in the future private bar at 444 Alabama Street. That list included: overserving alcohol, type of establishment, population mix (predominately younger male), discounted drink pricing, crowded, low staff to patron ratio, lack of entertainment, unattractive décor.**
- Does the bar serve food, or is it available nearby? **Yes, as a condition of our ABC license.**
- Does the bar offer discounted drinks? **No.**
- What entertainment, if any, does the bar offer? Does the entertainment contribute to aggression? **Our event entertainment is typically DJ or live music.**
- Does the bar employ bouncers? If so, do they tend to be aggressive when dealing with troublesome patrons. **We employ Security depending on the individual event. For example, we rarely staff Security for weddings, but always for proms.**

Do bar managers conduct proper background checks on bouncers before hiring them? Are bar employees properly trained? **Yes, all employees undergo a background check and training.**

- Understanding Your Local Problem 15. **Understood.**

- What is the ratio of bar employees to patrons? Is it sufficient to provide timely service and monitor patrons' drinking and behavior? **We always staff appropriately. And since we know in advance the guest count, can easily do so.**

- Do bar employees call the police under appropriate circumstances? Do bar managers encourage or discourage police inspectional visits? **We intend to establish close relationships with Vallejo PD and welcome continued visits (ideally prescheduled as to not interrupt a private event)**

- Are employees encouraged to push altercations out of the bar? **Yes.**

- Are employees trained to recognize signs of drunkenness,

to refuse service diplomatically, and to defuse aggression? **Yes.**

- Does management have written policies regarding these practices, expect employees to follow them, and support them when they do? **We will have, yes.**

- What conduct does the bar prohibit? **Drunkenness and aggressiveness.**

Do employees effectively enforce those prohibitions? **Yes.**

- Is the bar décor attractive, and interior lighting adequate? **It will be.**

- Does the bar commonly reach or exceed occupancy limits? **It won't ever exceed occupancy. We know the client count prior to hosting,**

- Do competitive events (e.g., playing pool, darts, rolling

dice) lead to assaults? **Yes. And we don't cater those.**

- Does the bar discourage barhopping (e.g., restrict reentry,

charge entry fees, or prohibit carrying out drinks)? **We are a private event venue. Once you leave the facility (typically at the end of the event), the venue closes.**

- Does the bar have items that patrons can readily use as weapons? **No.**

- Does the physical setting (e.g., the presence of sharp-edged

bar tops or glass) create risks of serious injuries? **Yes,**

May 10, 2019

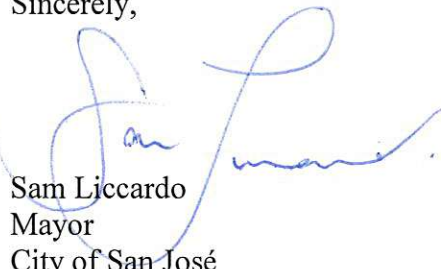
Councilmember Coffin, Las Vegas City Council
Ms. Mary McElhone, Deputy Director of Planning
495 S. Main Street
Las Vegas, NV 89101

Dear Councilmember Coffin and Director McElhone:

I write in support of Bruce "Gene" Campbell and his new Las Vegas business, Mansion 54. Gene is a longtime, successful business owner in the city of San Jose, operating for over a decade at the Corinthian and over five years at The GlassHouse. Both venues are heavily utilized as reliable event spaces in our Downtown, and neither location has had any nuisance complaints or violations. He is currently working to change his temporary license to a permanent one. I am confident that Gene will bring a superb degree of professionalism and decades of experience in event and operations management to Las Vegas.

Thank you for your consideration.

Sincerely,


Sam Liccardo
Mayor
City of San José

Memos



MEMORANDUM
PLANNING DIVISION

DATE: September 15, 2020
TO: Planning Commission
FROM: Gillian Hayes, Planning & Development Services Director
SUBJECT: Adopt Planning Commission Rules of Order and Procedures

BACKGROUND

A subcommittee was formed to review the Planning Commission Procedures. The subcommittee met and made recommendations to the larger Planning Commission. The Commission discussed this item on July 20, 2020 but did not take any action. At the regular Planning Commission meeting on September 21, 2020, staff is requesting that the Commission finalize its edits and forward to City Council for review and adoption.

RECOMMENDATION

It is recommended that the Planning Commission recommend that the City Council adopt the attached Planning Commission Procedures.



City of Vallejo

Planning Commission

Rules of Order and Procedure

June 1991

Revised March 1992 **MARK UP4**

MAY 2 2020

DRAFT FOR JUNE 15 2020

TABLE OF CONTENTS Will be adjusted for final copy

Section 1.0	Preamble	Page 4
Section 2.0	General Rules	4
2.1	Meetings to be Public	4
2.2	Attendance of Media at the Commission Meetings	4
2.3	Quorum	4
2.4	Journal of Proceedings	4
2.5	Secretary	5
2.6	Committees	5
2.7	Seniority of Commissioners	5
2.8	Rules of Order	5
Section 3.0	Types of Meetings	5
3.1	Regular Meetings	6
3.2	Cancellation of Regular Meetings	6
3.3	Special Meetings	6
3.4	Study Sessions	6
3.5	Closed Sessions	6
Section 4.0	Chamber Attendance and Facilities	6
4.1	Council Chamber Attendance	6
4.2	Facilities	7
Section 5.0	Duties and Privileges of the Commission	7
5.1	Elections and Terms of Officers	7
5.2	Seating Arrangement During Meetings	7
5.3	Presiding Officer	7
5.4	Preservation of Order	8
5.5	Points of Order	8
5.6	Personal Privilege	8
5.7	Dissents and Protests	8
5.8	Excusal During Meetings	8
Section 6.0	Decorum	8
6.1	By the Presiding Officer	8
6.2	By the Commissioners	8
6.3	By Other Persons	8
6.4	Disruption of Meeting	9
Section 7.0	Agenda Preparation	9
7.1	Declaration of Policy	9
7.2	Preparation and Posting	10
7.3	Items Included	10

Section 8.0	Agenda Content	10
8.1	Order of Business	10
8.2	Call to Order	11
8.3	Pledge of Allegiance	11
8.4	Roll Call	11
8.5	Minutes	11
8.6	Written Communications	12
8.7	Report of the Secretary	12
8.8	Report of the City of Attorney	12
8.9	Report of the Presiding Officer and Commissioners	12
8.10	Community Forum	12
8.11	Consent Calendar and Approval of the Agenda	13
8.12	Public Hearings	13
8.13	Other Agenda Items	14
8.14	Adjournment	14
Section 9.0	Rules of Debate	14
9.1	Presiding Officer	15
9.2	Motions and Resolutions by the Presiding Officer	15
9.3	Obtaining the Floor	15
9.4	Parliamentary Inquiries	15
9.5	Points of Information	15
9.6	Questions of Personal Privilege	15
9.7	Interruptions	16
9.8	Restriction of Discussion	16
9.9	Limitation of Debate	16
9.10	Precedence of Motions	16
9.11	Motions and Resolutions to be Stated by the Secretary	16
9.12	Discussion Allowed Prior to Formal Motion	17
9.13	Second not Required	17
9.14	Motions Out of Order	17
9.15	Motions to Adjourn	17
9.16	Motion to Lay on the Table	17
9.17	Withdrawal of Motions	17
9.18	Motion for Previous Question	17
9.19	Division of Question	18
9.20	Motion to Amend an Amendment	18
9.21	Motion to Postpone	18
9.22	Motion to Reconsider	18
9.23	Rehearing	18
Section 10.0	Voting	18
10.1	Quorum	19
10.2	Abstention	19
10.3	Tie Vote	19
10.4	Roll Call	19

Section 11.0	Public Participation	19
11.1	Policy	19
11.2	Addressing the Commission	20
11.3	Spokespersons	20
11.4	Card System	20
11.5	Time Limits	20
11.6	Discussion Between Citizens and the Commission	20
11.7	Topic for Discussion	20
11.8	Manner of Addressing the Commission	20
11.9	Repetition	21
Section 12.0	Amendments	21
12.1	Notice of Amendment	21
12.2	Submission for Council Approval	21

**PLANNING COMMISSION
OF THE
CITY OF VALLEJO, CALIFORNIA**

RESOLUTION NO. 91-MR-03

RULES OF ORDER AND PROCEDURE

BE IT RESOLVED by the Planning Commission of the City of Vallejo, California that the following Rules of Order and Procedures be adopted for the organization of the Commission and conduct of its meetings, and these rules shall supersede all previous rules for this purpose:

SECTION 1.0 PREAMBLE

The objective of these rules of order and procedure is to ensure the orderly and efficient conduct of the meetings of the Planning Commission. These rules are intended to assure the right of the majority of the Commission to decide matters and issues brought before the Commission; the right of the minority on any issue to be heard; and the right of absentee Commissioners to be protected. These rules also are intended to foster and promote the right of the citizens to have adequate notice of business scheduled for consideration by the Commission and a fair and reasonable opportunity to appear and be heard on the items of business presented to the Commission.

SECTION 2.0 GENERAL RULES

2.1 Meetings to be Public

All regular and special meetings of the Commission shall be open to the public, except for such closed sessions which are permitted to be held in private under the provisions of the Ralph M. Brown Act or other laws of the State of California

2.2 Attendance of Media at the Commission Meetings

All the public meetings of the Planning Commission shall be open to the news media, freely subject to recording by radio, television and photographic services, provided that such activities do not interfere with the orderly conduct of the meetings.

2.3 Quorum

A quorum shall be **a majority of the commissioners appointed**, but fewer adjourn from time to time and compel attendance of absent members in such manner as may be prescribed by these rules of order and procedure. Changed to match 2.26.090

2.4 Rules of Procedure

Rosenberg's Rules of Order shall be the rules of order and procedure for the transaction of business. Added back in [Changed to match 2.26.110)

2.4 Journal of Proceedings

An account of all public proceedings of the Commission shall be kept by the Secretary of the Commission, and shall be entered in a permanent book or other permanent form constituting the official record of the Commission.

2.5 Secretary

The Planning Manager shall serve as the Secretary to the Commission. The Secretary may make recommendations to the Commission and offer technical and professional assistance, but shall have no vote. The Secretary shall also keep the official minutes and perform such other duties as may be requested by the Commission.

2.6 Committees

- A. The Commission may create committees in accordance with the rules and procedures contained herein to assist the Commission in carrying out its functions and responsibilities.
- B. Every committee created by the Commission shall be advisory only. Any committee may be directed to undertake steps and/or study matters which are within the authority of the Commission.
- C. Committees may be occupied entirely of Commissioners or a combination of Commissioners and other persons. A committee composed entirely of Commissioners shall consist of no more than three (3) Commissioners.
- D. When requested by the Presiding Officer, the chairperson of each committee shall report or advise the Commission on actions taken or the progress or result of work/projects assigned to or undertaken by the committee. If available a completed subcommittee report may be given

[Later it says the Chair can create committees – we should confirm as at one point we were told it needed to be a Commission action.]

2.7 Seniority of Commissioners

Seniority shall be determined by the length of time on the Commission. In the event two or more commissioners have been on the Commission for the same length of time, seniority shall be determined by lot.

Section 3.0 TYPES OF MEETINGS

3.1 Regular Meetings

Regular meetings of the Commission shall be held on the first and third Mondays of every month at seven (7) p.m. If the first or third Monday falls on a legal holiday, the meeting shall be held on the following Wednesday at the same hour. If at any regular meeting, business before the

Commissions remains unfinished, the Commission may adjourn from time to time to dispose of the same or to transact any other unfinished business. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Secretary may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided in Section 3.3 for special meetings, unless such notice is waived as provided for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within twenty-four (24) hours after the time of adjournment.

The Commissioners may vote to to cancel a regular Commission meeting

Afshan: This requires PC to meet in person in order to cancel a meeting and does not allow staff to cancel a meeting via email or phone with consent of the chair if an agenda is changed or moved.

WHERE POSSIBLE A GOOD FAITH EFFORT IS TO BE MADE POST THE NOTICE ON THE CITY WEBSITE (INTERNET) and other media

3.2 Cancellation of Regular Meetings

The Commission may cancel any of its regular meetings by a majority vote of the Commission. A copy of the notice of cancellation shall be posted on the bulletin board located immediately outside City Hall within twenty-four (24) hours after action by the Commission. QUESTION-DOES THIS ALSO REFER TO A CURRENT MEETING IN PROGRESS

WHERE POSSIBLE A GOOD FAITH EFFORT IS TO BE MADE TO POST THE NOTICE ON THE CITY WEBSITE and other media

3.3 Special Meetings

Special meetings maybe called by the Presiding Officer or at the request of four (4) Commissioners by delivering personally ,**emailing** or by mailing written notice to each Commissioner and to each **local** newspaper requesting such notice. Such notice must be delivered **personally or by email ,or** mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the Commission. The Secretary shall post the call and notice on the bulletin board located immediately outside City Hall at least twenty-four (24) hours prior to the special meeting.

WHERE POSSIBLE A GOOD FAITH EFFORT IS TO BE MADE TO POST THE NOTICE ON THE CITY WEBSITE AND OTHER MEDIA

3.4

Study Sessions

The Commissions shall have the right to assemble in special meetings so as to be apprised of the various matters coming up at a regular meeting or special meeting and obtain such detailed information in regard thereto as will enable them to dispose of such matters with more knowledge at the regular or special meeting to follow. The public may attend, as provided in Section 2.1; however, discussion by the public will not be encouraged so that the Commission may use the time to ask and answer questions of the staff and other resource people. The public with the Presiding Officer's permission may address the Commission in study sessions following the same procedures as provided in Section 3.3. The twenty-four (24) hour notice and posting requirements of Section 3.3 shall also be applicable.

No action may be taken at a Study Session

WHERE POSSIBLE A GOOD FAITH EFFORT IS TO BE MADE TO POST THE NOTICE ON THE CITY WEBSITE AND OTHER MEDIA

3.5

Closed Sessions

The Commission may hold closed sessions during the course of any regular or special meeting in the manner permitted by law.

Section 4.0

CHAMBER ATTENDANCE AND FACILITIES

4.1

Council Chamber Attendance

Council Chamber attendance shall be limited to the posted seating capacity thereof. Entrance to City Hall will be appropriately regulated by the Secretary on occasions when the Council Chamber capacity is likely to be exceeded. While the Commission is in session, members of the public shall not remain standing in the Council Chamber except to address the Commission, and sitting in the floor shall not be permitted. During Commission meetings, no musical instruments, firearms (except in the possession of peace officers), toy firearms, placards or other items of potentially disruptive nature, shall be brought into the Council Chamber, nor shall any handbills or flyers be passed out in the Council Chamber. The Commission proceedings may be conveyed to those who have been unable to enter the Council Chamber.

4.2

Facilities

Regular and special meetings of the Planning Commissions shall be held in the Council Chamber, City Hall, Vallejo, California. Whenever at a regular or special meeting of the Commission a matter is set for public hearing, if it is anticipated that the attendance will be substantially greater than the capacity of the Council Chamber, the Secretary may make arrangements for the use of a suitable alternate facility for such meeting of the Commission. If a suitable alternate facility is not available, the public hearing may be continued to a date when a suitable alternate facility will be available. The Commission shall not conduct any regular or special meeting in any facility that prohibits the admittance of any person or persons on the basis of race, religion, creed, color, national origin, ancestry or sex. Facilities shall be accessible by the handicapped.

Section 5.0

DUTIES AND PRIVILEGES OF THE COMMISSION

5.1 Elections and Terms of Officers

At the first regular meeting of the Commission held in July of each year, the Commission shall hold an organizational meeting, at which the Commission shall elect a Chairperson and a Vice-Chairperson who shall serve for one year. A commissioner may serve a maximum of two years as the Chair over an 8 year period. In the case of a vacancy in any office, it shall be filled by an election held in the first two months subsequent, and such replacement shall be for the duration of the unexpired term of such office. Elections shall be by nomination and open ballot; the member receiving the highest number of votes shall be declared elected.

A commissioner can be removed based on the process identified in Vallejo Municipal Code Chapter 2.26

Afshan: Only Council can terminate, this implies the PC can take action to terminate. Only CC can terminate.

5.2 Seating Arrangement During Meetings

After the Chairperson and Vice-Chairperson have been elected and seated, Commissioners shall select their seats in the order of relative seniorities on the Commission, and shall occupy selected seats until the next election of officers. However, two Commissioners may exchange seats at any time by mutual consent.

5.3 Presiding Officer

The Chairperson, if present, shall preside at all meetings of the Commission. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of the Chairperson and the Vice-Chairperson, the senior Commissioner shall preside. The Presiding Officer shall have the authority to appoint committees pursuant to Section 2.6

5.4 Preservation of Order

The Presiding Officer shall preserve order and decorum, prevent attacks on personalities or the impugning of Commissioners' motives, and confine Commissioners in debate to the question under discussion.

5.5 Points of Order

The Presiding Officer shall determine all points of order, subject to the right of any Commissioner to appeal the Commission. If an appeal is taken, the question shall be "Shall the decision of the Presiding Officer be sustained?"

5.6 Personal Privilege

The right of a Commissioner to address the Commission on a question of privilege shall be limited to cases in which that member's integrity, character, or motives are assailed, questioned or impugned.

5.7 Dissents and Protest

Any Commissioner shall have the right to dissent from any action of the Commission or ruling of the Presiding Officer, and shall have the reason thereof entered in the minutes. Such dissent shall be in writing, couched in respectful terms, and presented to the Commission not later than the next regular meeting.

5.8 Excusal During Meetings

A Commissioner shall leave the Council Chamber while the Commission is in session only with the permission of the Presiding Office. The Council Chamber for this purpose shall be defined as those rooms where the Commission meets, the Executive Conference Room, and its rest room facility.

Section 6.0 DECORUM

6.1 By the Presiding Officer

The Presiding Officer shall preserve order and decorum in the manner prescribed in Section 5.4.

6.2 By the Commissioners

While the Commission is in session the members must preserve order and decorum, and a Commissioner shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission, nor disturb any Commissioner, nor refuse to obey the orders of the Commission or the Presiding Officer, except as otherwise provided in these rules.

6.3 By Other Persons

No member of the public shall approach the Commission table while the Commission is in session, unless specifically requested to do so by the Presiding Officer. Any message to or contact with any Commissioner while the Commission is in session shall be through the Secretary. Unruly conduct, such as undue noise, hissing, profanity, insult or physical disturbance shall not be permitted. Any person making personal, impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission shall be forthwith barred by the Presiding Officer from further audience before the Commission at that meeting, unless permission to continue is granted by a majority vote of the Commission.

6.4 Disruption of Meeting

In the event that any meeting is willfully disrupted by a group or groups of persons so as to render the orderly conduct of such meeting infeasible, and order cannot be restored by removal of individuals who are willfully disrupting the meeting, the Presiding Officer with the Commission's consent may, or upon motion of any Commissioner adopted by the Commission shall order the Council Chamber or other place of meeting cleared without awaiting completion of the item of business at hand and when the disruption has ceased, resume the meeting. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any such sessions. As a matter of public policy, it is in the public interest to allow duly accredited representatives of the press or other news media who were not involved in the disturbance to attend the sessions from which members of the general public have been excluded by reason of a willful disturbance.

Section 7.0 AGENDA PREPERATION -- much of this seems supplanted by Section 2.26.130

7.1 Declaration of Policy

A. It is established as the policy of the Planning Commission that no resolution, motion or item of business shall be introduced before the Commission at a regular meeting without having prior thereto been placed upon the written agenda prepared and posted for that meeting. All Commission meetings shall follow the prepared agenda unless changed by the Presiding Officer with the Commission's consent or upon a majority vote of the Commission.

B. Notwithstanding subsection A of this section, the Planning Commission may take action on items of business not appearing on the posted agenda under any of the following conditions:

1. Upon a determination by a two-thirds vote of the Commission (at least five Commissioners) or, if less than two-thirds of the members

are present, a unanimous vote of those members present that the need to take action arose subsequent to the agenda being posted as specified in Section 7.2.

2. The item was posted pursuant to Section 7.2 for a prior meeting of the commission occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which the action is being taken.

C. Nothing in this section shall be construed to prevent the Commission from discussing and referring to staff for appropriate study or placement on a subsequent agenda, items that are brought to the Commission's attention during community forum.

7.2 Preparation and Posting

The Secretary shall prepare and furnish to each Commissioner and to the City Attorney, and to such other persons as the Commission shall designate a written agenda for every regular meeting. The Secretary shall endeavor to arrange the agenda in such a manner that adjournment if at all possible may be had no later than **10PM.** of the date scheduled for the meeting. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting, and shall so specify the time and location of the meeting. The agenda shall be posted on the bulletin board located immediately outside the front entry to City Hall or other location that is freely accessible to members of the public at least seventy-two (72) hours prior to the regular meeting. **WHERE POSSIBLE A GOOD FAITH EFFORT IS TO BE MADE TO POST THE AGENDA AND ATTACHMENTS ON THE CITY WEBSITE and other media**

Except as provided in Section 7.1, no action shall be taken on any item not appearing on the posted agenda. Copies of the agenda, with all attachments, shall be available at the Planning Division and J.F. Kennedy Library for perusal by members of the public commencing at three (3) p.m. of **the Wednesday** before the Monday on which the meeting will be held. A copy of the Agenda, plus all attachments, shall be available to members of the public during the Commission meeting.

Afshan: This is not reasonable with staff capacity. We are following the legal 72 hour notification, same as Council, anything else is courtesy.

7.3 Items Included

- A. Any items of business shall be placed upon the written agenda prior to the deadline announced or observed for the preparation thereof at the request of the Chairperson or any individual member of the commission, by the Secretary, or the City Attorney.
- B. The Written agenda shall include the following information:
 - 1. Disclosure requirements for political contributions;

2. Appeal rights;
3. Name of the staff person responsible for each agenda item;
4. Planning Division telephone number;
5. Speaker time limits

Section 8.0

AGENDA CONTENT

8.1 Order of Business

The business of the Commission shall be taken up for consideration and disposition in the following order as set forth in the agenda published by the Secretary, except that with the majority consent of the Commission, matters may be taken up out of order. Any item not on the agenda may be added and considered only in the manner prescribed by Section 7.1.

- A. Call to Order;
- B. Pledge of Allegiance;
- C. Roll Call;
- D. Approval of Minutes;
- E. Written Communications;
- F. Secretary's Report;
- G. City Attorney's Report;
- H. Report of the Presiding Officer and Members of the Planning Commission;
- I. Report of the subcommittees**
- J. REPORT OF THE CITY COUNCIL LAISON**
- K. Community Forum;
- L. Consent Calendar and Approval of the Agenda;
- M. Public Hearings;
- N. Other Agenda Items;
 - a. FUTURE AGENDA ITEMS**
- O. Adjournment

8.2 Call to Order

The Presiding Officer shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Commission to order. If the Presiding Officer is not the Chairperson or Vice-Chairperson, upon the arrival of the Chairperson or Vice-Chairperson, as the case may be, the person who is then presiding shall relinquish the chair at the conclusion of the item of business then before the Commission.

8.3 Pledge of Allegiance

Immediately following the call to order, the Presiding Officer shall lead the Commission and audience in the recitation of the Pledge of Allegiance to the flag of the United States of America.

8.4 Roll Call

Before the Commission shall proceed with the business of the meeting, the Secretary or his or her designee shall call the roll of the Commissioners, and the names of those present shall be entered in the minutes. The later arrival of any absentee shall also be entered in the minutes with the time of arrival noted.

8.5 Minutes

- A. The Secretary shall distribute copies of the unadopted minutes to each Commissioner along with the agenda and accompanying materials.
- B. Unless reading of the minutes of the Commission meeting is requested by a member of the commission, with consent of the majority of the Commissioners, such minutes may be adopted without reading.

8.6 Written Communications

- A. Written communications from the public will be received and filed, **unless added to the agenda at the time the Commission has under consideration approval of the agenda and consent calendar.** If any Commissioner objects to the addition of a written communication to the agenda, then a majority vote of the Commission shall be required to place an item on the agenda. A written request to address the Commission on a subject not scheduled for discussion will be treated the same as and considered at the time "Written Communications" is before the Commission. The Commission will determine if it wishes to have such a matter discussed and, if so, will designate the meeting at which it will be discussed.

Afshan: the goal is a public meeting, and this obscures the public from sending emails or something in writing the day of.

- B. Anonymous or unsigned communications shall not be introduced to the Commission or placed under written communications.

8.7 Report of the Secretary

The Secretary may, from time to time, report on items that maybe of interest to the Commission and general public.

8.8 Report of the City Attorney

The City Attorney may, from time to time, report on items that may be of interest to the Commission and general public.

8.9 A Report of the Presiding Officer and Commissioners

A The Presiding Officer and any Commissioner may, from time to time, wish to make certain announcements, request information from staff, and to report on items of activity that may be of interest to the Commission and the general public.

B REPORT OF THE CITY COUNCIL LAISION

The City Council Liaison, from time to time, MAY wish to make certain announcements, and report on items of activity that may be of interest to the Commission and the general public.

8.10 Community Forum

The Presiding Officer shall announce that members of the public have the opportunity to directly address the Commission on items of interest to the public that are within the subject matter jurisdiction of the Commission **and not on the current agenda**. Fifteen (15) minutes shall be set aside for the community forum, and each speaker shall be allocated three (3) minutes, unless time is extended by the Presiding Officer with the Commission's consent. Except as provided in Section 7.1, no action shall be taken on matters brought up during community forum. Items of business listed on the agenda shall not be further discussed under the community forum without the Commission's consent.

8.11 Consent Calendar and Approval of the Agenda

A. The Secretary or City Attorney may recommend that items appearing on the agenda be placed on the consent calendar for action by the Commission. Any item placed on the consent calendar shall appear in its regular order on the agenda together with a recommendation of the Secretary or City Attorney as to the action to be taken by the Commission with respect to such item. Upon motion of any Commissioner, all items placed upon the consent calendar may be acted upon collectively, and each shall be deemed to have received the action recommended by the Secretary or City Attorney; except that if any Commissioner objects to the placement of an item on the consent calendar, or if any member of the public wishes to address the Commission on any such item, the item shall be removed from the consent calendar and shall be heard and acted upon in its proper place on the agenda as designated by the Presiding Officer.

- B. After making changes in the agenda, if any, as permitted under these rules of order and procedure, the Commission shall approve the agenda which shall be and constitute the agenda of business to be considered at the meeting. The motion offered to approve the agenda shall include the adoption of the consent calendar.

8.12 Public Hearings

- A. The commission may from time to time order that public hearings be conducted on items of public interest even though such may not be required by law.
- B. Anyone desiring to address the Commission on the subject of the public hearing may indicate such interest in any of the three following ways:
 - 1. Persons may submit a written request to the Secretary in advance of the meeting.
 - 2. Persons may fill out a card that will be available at the start of all Planning Commission meetings, and submit the card to the Secretary during the meeting.
 - 3. Persons may approach the podium to speak when the Presiding Officer opens the public hearing and indicates that persons wishing to address the Commission may do so at that time.
- C. Procedures for Public Hearings
 - 1. The Chair shall announce the public hearing and the secretary shall note any correspondence received concerning the matter, if any.
 - 2. The report shall be presented.
 - 3. The Presiding Officer shall declare the public hearing open.
 - 4. The Presiding Officer shall first call on the Staff applicant, proponent and/ appellant of the matter. **[Do we want to state a time for this?]** The Presiding Officer may limit the amount of time for a presentation
 - 5. The Presiding Officer shall call on each commissioner for any questions or clarifications that they have
 - 6. After commissioners have asked their questions the Presiding Officer will invite the Public to speak on the project.

7. The Commission shall hear those interested in the matter.
8. The Presiding Officer
 - a. May limit individual presentations and may limit the number of speakers with similar positions;
 - b. May order that no person speak more than once until all other persons wishing to speak have spoken once;
 - c. May use the card system provided for in Section 11.4;
9. A Commissioner:
 - a. May question any speaker during the hearing;
 - b. Shall not indicate his or her decision regarding the matter, nor introduce a motion or resolution to approve, modify or deny the matter being heard until the public hearing is closed by the Presiding Officer
 - c. Presiding officer Shall close the hearing
 - d. Commissioners will discuss the item and make any comments prior to the motion.
 - e. Presiding Officer will ask if a commissioner wishes to make a motion at the end of the Commission comments. A second is encouraged, but not required. The Presiding Officer will restate the motion or ask the originator to do so
 - f. Commissioners debate the motion and provide any comments they have.
10. The Presiding Officer will restate the motion or ask the originator to do so then request that the Clerk record the vote of each commissioner.
11. The Secretary takes the roll call on the motion and announces the result of the vote.
12. The chair announces the results

D. Continuance of Hearing

Any hearing being held, or noticed or ordered to be held, by the Commission at any meeting may by order or notice of continuance adopted by the Commission be continued or recontinued to any subsequent meeting in the same manner and to the same extent set forth in Section 3.1 for the adjournment of meetings; provided, however, if the hearing is continued to a time less than twenty-four (24) hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or notice of continuance was adopted.

8.13 Other Agenda Items

Discussion of Future Agenda Items

The Secretary, City Attorney, Presiding Officer or Commissioner may place items on the agenda of interest to the Commission and the general public or the action by the Commission but must follow the procedural requirements for future agenda items as identified in Chapter 2.26 of Vallejo Municipal Code.

8.14 Adjournment

It shall be the policy of the Commission to adjourn its regular meeting by ten (10) p.m. of each meeting date. The Secretary shall endeavor to arrange the agenda in such a manner that the Commission can adhere to this adjournment policy. A public hearing in progress shall not be interrupted and continued to a subsequent meeting for the sole purpose of satisfying the adjournment deadline. Items of business that remain on the agenda at 10pm. shall be carried over to the next regular meeting, unless the Commission by the majority vote agrees to continue in session or agrees to adjourn the meeting to a date sooner than the next regular meeting to dispose of the remaining agenda items.

Section 9.0 RULES OF DEBATE

9.1 Presiding Officer

The Presiding Office may debate and vote. The Presiding Officer shall not be deprived of any rights and privileges of a Commissioner by reason of acting as the Presiding Officer except as set forth in Section 9.2.

9.2 Motions and Resolutions by the Presiding Officer

Prior to making a motion or resolution, the Presiding Officer shall relinquish the chair to the Vice-Chairperson or the next senior member of the Commission. Upon completion of the vote on the motion or resolution, the Presiding Officer will automatically regain the gavel and continues to chair the meeting.

9.3 Obtaining the Floor

Commissioners desiring to speak shall address the Presiding Officer, and upon recognition by the Presiding Officer, shall confine themselves to the question under debate, avoiding all indecorous language.

9.4 Parliamentary inquiries

A Commissioner may, without obtaining the floor, make an inquiry of the Presiding Officer for information on a point of order, a matter of parliamentary procedure or the rules of Commission bearing on the business at hand. The Presiding Officer's reply to a parliamentary inquiry is not subject to an appeal or reconsideration. However, if a Commissioner acts contrary to the Presiding Officer's opinion and is ruled out of order, an appeal may be taken to the Commission. If an inquiry is made when another Commissioner has the floor and an immediate answer is not

necessary, the Presiding Officer can defer a reply until the floor has been yielded. The Presiding Officer is not obligated to answer hypothetical questions.

9.5 Points of Information

A Commissioner may make a request for information relevant to the business at hand but not related to parliamentary procedure. The request may be directed to the Presiding Officer or through the Presiding Officer to another Commissioner or an officer or employee of the City. The request must always be put in the form of a question. If directed to a Commissioner who has the floor, the Presiding Officer will ask consent of the speaker to the interruption.

9.6 Questions of Personal Privilege

A commissioner may, without obtaining the floor, raise a question of personal privilege. An inquiry shall be addressed to the Presiding Officer and may be made without waiting for recognition. When disposed of, the business shall be resumed at exactly the point at which it was interrupted. The Presiding Officer shall rule whether the question put is one of personal privilege, as defined in Section 5.6, and, if so; whether it is of sufficient urgency to warrant interrupting the business then in progress. A no debatable appeal to the Commission may be taken from the Presiding Officer's ruling.

9.7 Interruptions

A Commissioner, once recognized, shall not be interrupted when speaking unless called to order by the Presiding Officer. When called to order while speaking, the Commissioner must cease speaking until the point of order be determined and, if in order, shall be permitted to proceed.

9.8 Restriction of Discussion

Commissioners shall confine their remarks and inquiries to the agenda item under consideration and speak only when recognized by the Presiding Officer, except as otherwise provided in these rules of order and procedure. A Commissioner shall not call for a showing of hands or other demonstration of those present in the audience, unless granted permission to do by the Presiding Officer.

9.9 Limitation of Debate

No Commissioner may speak for longer than ten (10) minutes at any time; unless additional time is granted upon a majority vote of the Commission.

9.10 Precedence of Motions

When a question is before the Commission, no motion shall be entertained except:

- A. To adjourn;
- B. To fix the hour of adjournment;
- C. To lay on the table;
- D. To call for a previous question;
- E. To postpone to a certain day;
- F. To refer;
- G. To amend;
- H. To substitute;
- I. To postpone indefinitely.

These motions shall have precedence in the descending order indicated. Any such motion, except a motion to adjourn, amend, or substitute, shall be put to a vote without debate.

9.11 Motions and Resolutions to be Stated by the Secretary

The Secretary shall read the title of any motion, resolution, or item of business before debate, following which the Presiding Officer may request a report from the Secretary or other designated staff member.

9.12 Discussion Allowed Prior to Formal Motion

It shall not be necessary to make a motion or resolution prior to inquiry or debates by Commissioners, or the public is allowed to speak.

9.13 Second Not Required

A second shall not be required in order to make a motion or resolution.

9.14 Motions Out of Order

The Presiding Officer or any Commissioner may introduce a resolution or motion out of the regular order of the agenda, only with the majority consent of the Commission.

9.15 Motions to Adjourn

A motion to adjourn shall be in order at any time, except as follows:

- A. When repeated without intervening business or discussion;
- B. When made as an interruption of a member speaking;
- C. When previous question has been ordered; or
- D. While a vote is being taken.

A motion to adjourn is debatable only as to the time to which the meeting is to be adjourned.

9.16 Motion to Lay on the Table

A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion prevails, consideration of the

subject may be resumed at the meeting only upon motion of a member voting with the majority.

9.17 Withdrawal of Motions

A motion may be withdrawn at any time before vote by the maker, after first gaining recognition from the presiding officer.

9.18 Motion for Previous Question

When a motion for the previous question is made by a Commissioner, the Presiding Officer shall allow no further debate and shall ask "Shall the item now be voted on?" If the question carries, the Presiding Officer shall put pending amendments to vote, without debate, in the inverse order of their introduction, before putting the main questions. If the question "Shall the main question now be voted on?" is decided negatively, the main question and its amendments remain before the Commission. The motion calling for the previous question must be decided upon by five-seventh vote in the affirmative.

9.19 Division of Question

If a question put before the Commission contains two or more separate propositions, the Presiding Office may, and upon request of a Commissioner, shall divide the question.

9.20 Motion to Amend an Amendment

After a motion to amend an amendment has been made and installed for debate, a motion to amend the same amendment further shall not be in order.

9.21 Motion to Postpone

A motion to postpone, except one to postpone indefinitely, may be amended as to time. If a motion to postpone indefinitely carries, the main motion is lost.

9.22 Motion to Reconsider

A motion to reconsider any action taken by the Commission may be made at the meeting such action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session of that meeting. Such a motion may be made only by a Commissioner who voted with the prevailing side. After such a motion for reconsideration has been acted upon, no other such motion on the same question shall be made at that meeting.

9.23 Rehearing

After the Commission has taken action on a matter or question, a motion to reconsider the action taken on such matter or question, or on a matter or question having substantially the same content or purpose of the matter or question already acted upon, shall not be made at a subsequent meeting for a least one (1) year from the date of such action, except by a Commissioner who voted in the majority on such matter or question or upon the consent in writing of the majority of the Commissioners filed with the Secretary. Such matter or question may, however be reheard at a subsequent meeting after the one-year period has elapsed. The item before the Commission shall be whether the matter or question should be reheard; and, if the Commission approves the request, it shall be placed on a future agenda for consideration.

Section 10.0

VOTING

10.1 Quorum

A majority of the commission appointed constitutes a quorum for the transaction of business.
[changed to match ordinance]

10.2 Abstention

It shall be the duty of each Commissioner present at a meeting of the Planning Commission to cast a vote, "aye" or "nay", unless excused because:

- A. The Commissioner has a personal or pecuniary interest in the matter under consideration; or
- B. The law otherwise declares that Commissioner's participation is a conflict of interest; or
- C. The Commissioner is disqualified by reason of absence from the hearing of a matter, the decision on which under the law must be based upon findings supported by testimony or other competent evidence introduced in the proceeding.

If a conflict of interest does exist, the Commissioner shall declare this fact. The Commissioner is then excused from voting "aye" or "nay", and may cast an abstention vote. Other than to reflect the abstention, the vote shall not be counted for any purpose. Abstention for any reason other than those mentioned above shall constitute consent in the action proposes, and the Secretary shall announce at the meeting and enter in the Commission's minutes that the abstention was case as an "aye" vote pursuant to this rule.

Rosenberg says counting an abstention depends on the rules. Do we want to use the above rule?

Nothing in these rules of order and procedure is intended to abrogate the judicially declared "rule of necessity" adopted in the State of California pertaining to the duty of members of public legislative and administrative bodies to vote on matters which require their action.

Abstention is defined to include a Commissioner's refusal or failure to vote when present and capable of casting a vote, unless executed for the reasons set forth above.

10.3 Tie Vote

The affirmative vote of **at least a majority present** shall be necessary to adopt any resolution or motion. Any question on which the vote is tied, is lost. In the event of a tie vote, the Presiding Officer or any Commissioner may request the Secretary to carry over the item to the next regular meeting where a full Commission will be present.

10.4 Roll Call

The votes shall be cast and displayed on the electronic voting board so that each Commissioner's vote may be recorded by the Secretary. In the event of a breakdown or malfunction of the electronic voting equipment, the Secretary shall call the roll in the descending order that names of the Commissioners appear on the electronic voting board. The Secretary at the conclusion of the voting shall announce the results of the vote by stating whether the measure carried or failed and by what vote.

Section 11.0 Public Participation

11.1 Policy

It is the policy of the Planning Commission that members of the public shall be afforded the opportunity to speak on any agenda item providing they are first recognized by the Presiding Officer.

11.2 Addressing the Commission

Any person desiring to address the Commission by oral communication shall first secure the permission of the Presiding Officer by approaching the speaker's podium and waiting, silently, to be recognized by the Presiding Officer.

11.3 Spokespersons

Designated spokespersons for recognized groups or organization will be given priority over individuals who desire to address the Commission.

11.4 Card System

Cards will be available at the rear of the Council Chamber for persons who wish to address the Commission at a public hearing or on another item of agenda business. After filling out the information requested, the cards shall

be handed to the Secretary or designated staff member. The Presiding Officer will call on those wishing to speak in the order in which the cards are received, except as provided in Section 8.11. After such persons are heard, the Presiding Officer may then call for any additional speakers.

11.5 Time Limits

Designated spokespersons for recognized groups or organization will have **THREE (3)** minutes to address the Commission; provided, however, that they may request additional time and will be granted such only with the permission of the Presiding Officer and subject to the consent of the Commission. Individuals will be given three (3) minutes to address the Commission unless additional time is allowed as provided for spokespersons.

11.6 Discussion Between Citizens and the Commission

All remarks shall be addressed to the Commission as a body and not any Commissioner thereof. No person, other than the Presiding Officer, Commission and the person having the floor, shall be permitted to enter into any discussion, either directly or through a Commissioner, without the permission of the Presiding Officer. No question shall be asked of a Commissioner or a member of staff except through the Presiding Officer.

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11.7 Topic for Discussion

Members of the public shall address their remarks only to the agenda item under discussion by the Commission.

11.8 Manner of Addressing the Commission

Prior to speaking, each member of the public **shall** **is requested to** state his or her name and business or home address in a clear and audible tone of voice.

11.9 Repetition

Recognized speakers shall refrain from repetition of issues and points already raised by previous speakers.

Section 12.0 AMENDMENTS

12.1 Notice of Amendment

These rules of order and procedures may be amended by the Commission at any regular or special meeting, provided that notice of the proposed amendment or amendments, including the exact text of same, shall have

been delivered to each Commissioner at least three (3) days prior to the meeting date.

12.2 Submission for Council Approval

Any amendment adopted by the Commission shall be submitted to the City Council for approval at the earliest convenient time as required by Section 405 of the City Charter, and shall become effective only upon such approval being given.

ADOPTED as above at a regular meeting of the Planning Commission of the City of Vallejo held on May 20, 1991 by the following vote;

AYES: Kerstad, McDowell, Muatiko, Capello, Servante, Johnson, Egklio

NOES: None

ABSENT: None

BRIAN MATTSON, Secretary

CITY COUNCIL APPROVAL

The foregoing Rules of Order and Procedure were approved by Resolution No. 91-359 N.C. adopted by the City Council on June 11, 1991 pursuant to Section 405 of the City Charter of the City of Vallejo.

The foregoing Rules of Order and Procedures were revised by Resolution No. 92- N.C. adopted by the City Council on March 24, 1992 pursuant to Section 405 of the City Charter of the City of Vallejo.

PCRULES 92

