



AGENDA

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

Angela McDonald, Chair
Brian Harkins, Vice Chair
Peter Bregenzer
Curt Harding
David McCandless
Brendan Riley
Tanya Hall

www.cityofvallejo.net

May 19, 2022

NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom. City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.

IMPORTANT NOTICE

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 Architectural Heritage and Landmarks Commission without prior notice for an item not listed on the AGENDA, no specific answers or responses should be expected at this meeting per State law.

Pursuant to Government Code Section 54954.3 of the Brown Act, members of the public shall be afforded the opportunity to speak on any agenda item of interest to them after being recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Secretary of the Architectural Heritage and Landmarks Commission prior to the consideration of the item or raise their hand via ZOOM: (<https://ZoomRegular.Cityofvallejo.net>) or by phone: Dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press * 9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit www.cityofvallejo.net/publiccomment. In person speakers will be recognized first.

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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 Architectural Heritage and Landmarks 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 Architectural Heritage and Landmarks Commission may, within ten days after the rendition of the decision of the Architectural Heritage and Landmarks Commission, by filing a written appeal with the Director of Planning and Development Services. 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 Architectural Heritage and Landmarks Commission. Such appeal shall not be timely filed unless it is actually received by Director of Planning and Development Services or designee no later than the close of business on the tenth calendar day after the rendition of the decision of the Architectural Heritage and Landmarks Commission. If such date falls on a weekend or City holiday, then the deadline shall be extended until the next regular business day.



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. March 17, 2022 Minutes

5. WRITTEN COMMUNICATIONS

6. REPORT OF THE SECRETARY

7. CITY ATTORNEY REPORT

8. REPORT OF THE CITY COUNCIL LIAISON

9. REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMISSION

10. COMMITTEE REPORTS

A. Tracker Sub-Committee

11. COMMUNITY FORUM

*Any interested members of the public desiring to communicate with the Architectural Heritage and Landmarks Commission for which another opportunity to speak is not provided on the agenda and which is in the jurisdiction of the Architectural Heritage and Landmarks Commission to resolve may do so in person by submitting a completed speaker's card to the Secretary or via ZOOM: (<https://ZoomRegular.Cityofvallejo.net>), or by phone: Dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press *9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. When called upon, each speaker should step to the podium, state his/her name for the record. The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to a maximum of three minutes pursuant to Vallejo Municipal Code Section 2.02.300.*

12. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

13. PUBLIC HEARING - None

14. OTHER AGENDA ITEMS

B. Staff Presentation – Vallejo Municipal Code Chapter 16.614 -
ARCHITECTURAL HERITAGE AND HISTORIC PRESERVATION

This is an informational item only; no Architectural Heritage and Landmarks Commission action is required.

15. ADJOURNMENT

I, Anthony Cook, Administrative Analyst I, 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 Architectural Heritage and Landmarks 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 5:00 p.m., Friday May 13, 2022.

Anthony Cook

Dated: May 13, 2022

Administrative Analyst I

Minutes



www.cityofvallejo.net

MINUTES

VALLEJO ARCHITECTURAL HERITAGE AND LANDMARKS COMMISSION

March 17, 2022

Angela McDonald, Chair
Brian Harkins, Vice Chair
Peter Bregenzer
Tanya Hall
Curt Harding
Brendan Riley
Vacant Seat

1. CALL TO ORDER

The meeting was called to order by Chair Harkins at 6:30 pm

2. OATH OF OFFICE: COMMISSIONER HALL

3. OATH OF OFFICE: COMMISSIONER RILEY

4. ELECTION OF CHAIR AND VICE CHAIR

Motion: Chair Harkin made a motion to elect Commissioner McDonald as Chair

Second: Commissioner Riley

Vote: 6 Ayes, 0 Noes, Motion passes unanimously

Motion: Commissioner Riley made a motion to elect Commissioner Harkin as Vice Chair

Second: Commissioner McDonald

Vote: 6 Ayes, 0 Noes, Motion passes unanimously

5. PLEDGE OF ALLEGIANCE

6. ROLL CALL

Present: Chair McDonald, Vice Chair Harkin, Commission Members Bregenzer, Harding, Riley and Hall

7. Staff present: Margaret Kavanaugh-Lynch, Planning Manager
Christina Ratcliffe, Interim Planning and Development Services Director
Laura Zagaroli, Assistant City Attorney

8. APPROVAL OF MINUTES

A. November 17, 2021 Minutes

B. June 17, 2021 Minutes

Motion: Commissioner Riley made a motion to approve both sets of minutes.

Second: Commissioner Bregenzer

Vote: 6 Ayes, 0 Noes, Motion passes unanimously

9. WRITTEN COMMUNICATIONS- None

10. REPORT OF THE SECRETARY

Planning Manager Kavanaugh-Lynch notified the Commission that Mr. Atkinson is no longer with the City and that a Request for Proposal has been released by the City of Vallejo to repair the Alden Park Flag Pole.

11. CITY ATTORNEY REPORT- None

12. REPORT OF THE CITY COUNCIL LIAISON- None

13. REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMISSION

Chair McDonald noted that a fence was recently added at 526 Virginia St.

Commissioner Riley asked if Commission could track the status of Herbert House and construction at 948 Georgia.

14. COMMITTEE REPORTS - None

15. COMMUNITY FORUM- None

16. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Motion: Commissioner Bregenzer made a motion to approve the Agenda.

Second: Commissioner Riley

Vote: 6 Ayes, 0 Noes, Motion passes unanimously

17. PUBLIC HEARING

A. **Project Location:** 945 York Street (APN: 0056-241-220)

Project Description: Exterior alterations to an existing single-family residence in the Architectural Heritage District as part of greater fire damage repairs. The exterior alterations include the following: installation of new windows, doors, and lap siding around an existing utility room at the rear of the single-family residence. Certificate of Appropriateness (COA) #21-0009

CEQA Determination: The project is categorically exempt pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15332 (Class 31 "Historic Resource Restoration /Rehabilitation").

Planning Manager Kavanaugh-Lynch presented the project.

The applicant and staff answered questions from the Commission.

There were no public speakers present or via teleconference.

Chair McDonald closed the public hearing and returned the item for discussion by the Commission.

Vice Chair Harkin moved to approve the project as presented in Resolution No. COA22-01 with an added condition of approval that the applicant may use different windows than were noted in the plans if they reasonably match the windows shown and with the understanding that other materials may be utilized.

Commissioner Riley is willing to support staff if the applicant wants to bring forward alternative windows.

Vice-Chair Bregenzer seconded.

Vote: 6 Ayes, 0 Noes, Motion passes unanimously.

18. OTHER AGENDA ITEMS

- A. Future Agenda Items.
 - 1. Add creation of Tracker Sub-Committee, Marketing and Outreach Sub-Committee to the next Agenda.
- B. Not yet Agendized Items.
 - 1. Goal Setting for the Commission with staff recommendation and attachments.
 - 2. Mills Act – List of Mills Act contracts, send voluntary form letter to each owner to determine status, share results with AHLC.
 - 3. Staff Report on how a person identifies if properties are on the Historic Resource Inventory.
 - 4. Revisit the process to amend the procedures for modifying the Agenda.

19. ADJOURNMENT

Meeting adjourned at 8:19 pm.

ANGELA MCDONALD, CHAIRPERSON

ATTEST:

MARGARET KAVANAUGH-LYNCH, SECRETARY

Presentation

Overview of the Vallejo Municipal Code and the Architectural Heritage and Landmarks Commission

Margaret Kavanaugh-Lynch
Planning Manager
City of Vallejo





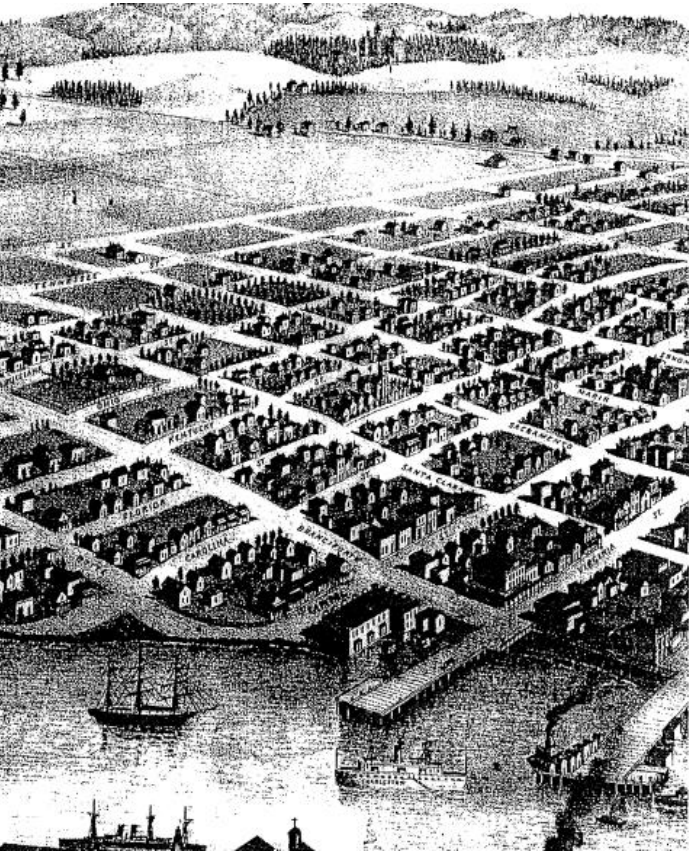
Purpose of Overview

- Highlight the role of the AHLC as noted in the Vallejo Municipal Code:
 - Chapter 16.601.06
 - Powers & Duties
 - Chapter 16.614
 - Identification and establishment of landmarks and of historic structures and districts.
 - Land use and property development regulations

16.601.06 - Architectural Heritage and Landmarks Commission.

- Certificate of Appropriateness Permits...
- Designate certain structures, sites, portions of structures...
- Conduct public hearings ...
- Review decisions of the director...
- Hear and decide appeals ...
- Undertake architectural heritage surveys ...



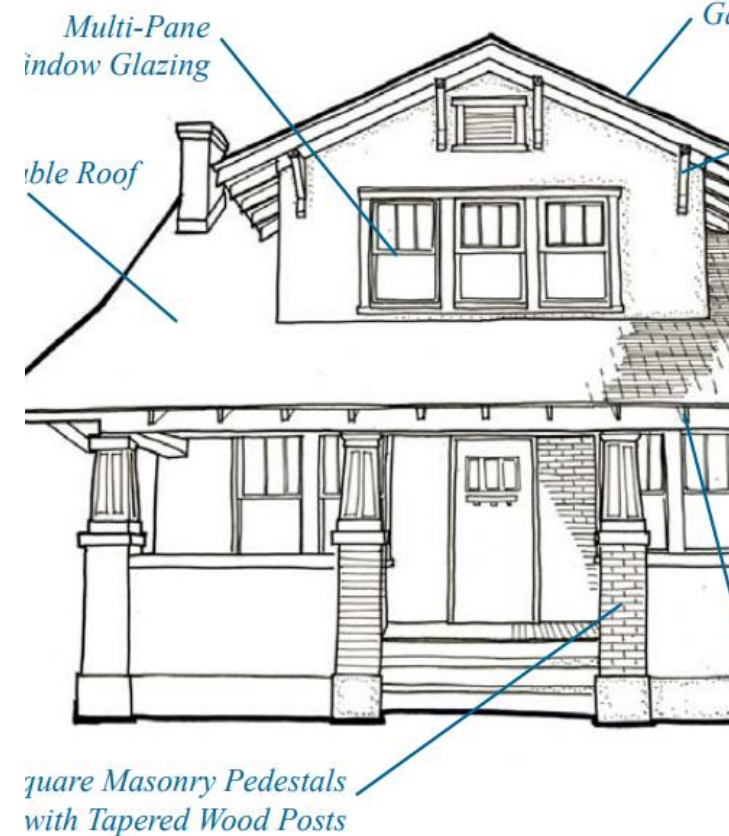


Chapter 16.614 – Architectural Heritage and Historic Preservation

The purpose of the architectural heritage and historic preservation chapter is to create and establish regulations for historic districts and landmark designations for specific properties that will conserve and enhance the city's architectural heritage and historic resources.

16.614.08 Land use and property development regulations.

- Ordinary Maintenance and Repair; Repair for Public Safety.
- State Historical Building Code.
- The Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Allowable Modifications in Base District Standards





16.614.09 Certificate of Appropriateness.

A certificate of appropriateness shall be required prior to the construction, demolition, alteration, or relocation of, or addition to, any main or accessory structure or other designated feature in a historic district, or on the property of a designated landmark.



Certificate of Appropriateness, Cont'd

Findings for Approval

1. The project is in conformance with the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties applicable to the project and any ordinance designating the historic district or landmark.
2. For projects located in a historic district, the proposed project is consistent with any conservation plan or specific plan adopted for the historic district.

TABLE 16.614-A: REVIEW AUTHORITY AND PUBLIC NOTICE

PROJECT TYPE	REVIEW AUTHORITY	NOTICE (CALENDAR DAYS)
Demolition or Relocation of Primary Structure or Accessory Structure		
Structure on HRI or identified as contributor to District or Landmark	AHLC	14 Days
Structure not on HRI ^a and identified as a non-contributor to Historic District or Landmark	Secretary* ^b	None
Structure not on HRI ^a but is reasonably likely to be a contributor to a Historic District or Landmark	AHLC	14 Days
New Principal Structure	AHLC	14 Days
New Accessory Structure		
500 square feet or more	AHLC	14 Days
Less than 500 square feet	Secretary* ^b	None
Additions		
Additions over 500 square feet or 20% of existing floor area (whichever is less)	AHLC	14 Days
All other additions	Secretary* ^b	None
Alterations		
Alterations of character defining features of a landmark	AHLC	14 Days
All other alterations	Secretary* ^b	None
New Driveway	Secretary* ^b	None
Paving over 33% or 200 square feet of required front yard (whichever is less)	Secretary* ^b	None
Sign (New/Alteration)	Secretary* ^b	None
Fence in required yard abutting a street	Secretary* ^b	None
Retaining Wall in front yard	Secretary* ^b	None
Deck over 30 inches tall and visible from street	AHLC	14 Days

*Secretary or Director's designee ; ^aHistoric Resources Inventory; ^bAny exterior alterations including windows that are visible from the street shall be reviewed by the AHLC and require a 14 Day Notice.



Findings for Demolition

For projects that require demolition, the architectural heritage and landmarks commission shall also find, as applicable:

- It is not feasible to preserve or restore the structure after considering alternatives and balancing interest in preservation versus cost.
- The retention of the structure constitutes a hazard to public safety.
- The structure is a deterrent to a major improvement program which substantially benefits the city.
- Retention of the structure in the judgment of the commission is not in the interest of the majority within the historic district.



Appeals, Expirations and Revocations

Appeals. A decision on an certificate of appropriateness may be appealed in accordance with Chapter 16.602, Common Procedures, Section 16.602.14, Appeals.

Expiration, Extensions and Modifications. A certificate of appropriateness is effective and may only be extended or modified as provided for in Chapter 16.602, Common Procedures, Sections 16.602.12, Expiration and Extension and Section 16.602.13, Revocation of Permits.



Revocation. A certificate of appropriateness may be revoked in accordance with Chapter 16.615, Enforcement and Abatement.



Maintenance and Upkeep.

All owners of sites, structures or features included in the city's historic resources inventory, in an historic district or subject to a landmark designation, shall maintain such sites, structures or features in good repair, and no owner shall permit such sites, structures or features to fall into a state of disrepair that would, in the judgment of the director, produce a detrimental effect upon the character of such sites, structures or features.





Resources

The City of Vallejo

- Municipal Code
 - [Chapter](#) 16.601.06
 - [Chapter](#) 16.614
- [Planning Division](#)
- [AHLC page](#)
- [Mare Island Planning Documents](#)



[The State Historical Office of Historic Preservation](#)

[The Department of the Interior Standards](#)



CONTACT(S)

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