

**ORDINANCE NO. 1731 N.C. (2d)**

**AN ORDINANCE ADDING CHAPTER 2.59 OF THE VALLEJO MUNICIPAL CODE  
REGARDING THE DESIGN REVIEW BOARD**

THE CITY COUNCIL OF THE CITY OF VALLEJO DOES ORDAIN as follows:

SECTION 1. A new Chapter 2.59 is hereby enacted to read as follows:

Sections:

- 2.59.010 Creation
- 2.59.020 Purpose and duties
- 2.59.030 Membership
- 2.59.040 Term of office
- 2.59.050 Termination of membership
- 2.59.060 Filling of vacancy
- 2.59.070 Officers
- 2.59.080 Compensation
- 2.59.090 Meetings and quorum
- 2.59.100 Rules and records

2.59.010 – Creation.

Pursuant to charter section 402, there is created a design review board.

2.59.020 – Purpose and duties.

The board shall:

- A. Advise the planning commission when requested or when required by an applicable local ordinance.
- B. Conduct design review and approve or deny unit plans for development projects within the boundaries of the districts specified in the Downtown Vallejo Specific Plan and the districts specified in the Vallejo Waterfront Design Guidelines. This shall include all new projects, additions to existing building space, and major exterior improvements.
- C. Use the adopted design guidelines as the primary guiding document, in accord with the applicable specific plan or master plan. When making recommendations to approve unit plan applications, the board shall explicitly find that the project, as conditioned, is consistent with the adopted specific plan or master plan development standards and the adopted design guidelines.
- D. Review and make recommendations to the planning commission regarding proposals to amend the adopted design guidelines and to establish a design program for commercial signs in the downtown or waterfront districts.
- E. Review and comment on the design of other development projects which may be referred by the city council, planning commission or architectural heritage and landmarks commission.
- F. Exercise such other powers and duties as prescribed by city ordinance or conferred by the city council.
- G. Review and comment on site development plan applications, when referred to the board by the community and economic development director pursuant to Section 16.90.050(G) of this code.

**2.59.030 – Membership.**

- A. The board shall consist of five members appointed by the city council.
- B. All board members shall have their primary residence or primary place of employment within the Vallejo city limits. A minimum of four board members shall have their primary residence within the city limits.
- C. All board members shall have a demonstrated competence and interest in architecture, landscape architecture or urban design through education, training or experience. This includes, but is not limited to, an understanding of design principles and the ability to read, analyze and interpret architectural and site plans.
- D. It is the intent that a majority of board members have experience as professional architects, landscape architects or urban planners with a substantial background in urban design.

**2.59.040 – Term of office.**

- A. The term of office for each commission member shall be four years.
- B. The initial terms of commission members first appointed shall be staggered as follows: two for the term of four years; two for the term of three years; one for the term of two years. To arrange this result, the city council shall specify terms of members first appointed.

**2.59.050 – Termination of membership.**

Membership shall terminate prior to the end of a term of office in the event of:

- A. Death;
- B. Resignation;
- C. Forfeiture of office in accordance with Chapter 2.26 of this code; and
- D. Removal shall be governed by Section 407 of the City Charter.

**2.59.060 – Filling of vacancy.**

A vacancy shall be filled in the same manner as the original appointment. If an appointment is made due to an expired term, it shall be made for a new full term. Otherwise, the appointment shall be for the unexpired portion of the term.

**2.59.070 – Officers.**

- A. The commission members shall elect a chairperson and a vice-chairperson from among its members. Each shall serve a term of one year and until a successor is appointed and takes office. The planning manager or the manager's designee shall serve as nonvoting secretary to the commission.
- B. The chairperson or, in the chairperson's absence, the vice-chairperson, shall preside at all meetings of the commission. If both the chairperson and vice-chairperson are absent from a meeting or abstain from participation, the remaining voting members shall elect a temporary chairperson. They shall perform the duties necessary or incidental to their offices.

**2.59.080 – Compensation.**

Each commission member shall serve without compensation, unless otherwise provided by ordinance or resolution adopted by the city council.

2.59.090 – Meetings and quorum.

- A. The commission shall meet no less than once per year and fix the time and place of its regular meetings and may hold special meetings in the manner prescribed by state law.
- B. Three voting members of the commission constitute a quorum for the transaction of business. An affirmative vote of at least three members is required to take official action. A tie vote shall have the same effect as a denial.

2.59.100 – Rules and records.

The commission may adopt rules and procedures for the transaction of its business. The commission secretary shall keep a record of all determinations, findings and actions of the commission.

SECTION 2. Severability.

If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The city council hereby declares that it would have passed and adopted this ordinance, and each and all provisions hereof, irrespective of the fact one or more provisions may be declared invalid.

SECTION 3. Effective Date.

This ordinance shall take effect and be in full force and effect from and after thirty (30) days after its final passage.

FIRST READ at a regular meeting of the Council of the City of Vallejo held on the 26th day of April 2016 and finally passed and adopted at a regular meeting of the Council held on the 24th day of May 2016, by the following vote:

AYES: Mayor Davis, Vice Mayor Verder-Aliga, Councilmembers Dew-Costa, Malgapo, McConnell, Miessner, and Sampayan  
NOES: None  
ABSTAIN: None  
ABSENT: None

  
OSBY DAVIS, MAYOR

ATTEST:

  
DAWN G. ABRAHAMSON, CITY CLERK