



Planning Division · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4326

VIA E-MAIL

October 18, 2022

Hiemstra Properties, Inc. dba Napa River Realty
c/o: Timothy Hiemstra
913 Wilson Avenue
Vallejo, CA 94590

Re: Review of Development Review (DVR22-0019), Design Review (DR22-0008), and
Landscape Review (LR22-0006) at 913-915 Wilson Avenue | APN:0051-100-150, -160
Application Status: Incomplete

Dear Mr. Hiemstra:

Thank you for submitting the above-referenced application on September 19, 2022. The City of Vallejo has completed its review of your Napa River Realty and Napa River Homes sales office at 913-915 Wilson Avenue (APN:0051-100-150, -160).

In compliance with California Government Code Section 65943, Staff reviews applications within 30 days of submittal to determine completeness, provide comments on the proposal, and outline the next steps. Based on our review of the materials Staff has determined that your application is INCOMPLETE. The application cannot proceed until the required information detailed in the completeness items section of the letter has been submitted.

In addition to ensure all foreseeable constraints to development have been identified, Staff has been in contact with the San Francisco Bay Conservation and Development Commission (BCDC). The subject site is located within DCDC's 100-foot jurisdiction, which extends inland 100 feet from the bay shoreline, and would require a BCDC permit. The shoreline is defined as either the Mean High Tide Line, or if there is marsh present along the shoreline, up to 5' above Mean Sea Level where marsh vegetation is present. Any work Bayward of the shoreline could only be for water-oriented activities, which wouldn't include commercial buildings or decks associated with them. Staff is working with BCDC to set up a meeting to go over the potential uses allowed at the subject site.

Completeness Items

The following items must be submitted for the application to be determined to be complete pursuant to State law. Please contact the person noted above each section if you have questions regarding the item listed. Please include the project planner in all correspondence.

We have added specific code sections the project will need to comply with the zoning code. If you cannot meet these standards, then you will need to apply for additional entitlements including

variances, exceptions, etc. and pay associated fees. If additional entitlements are required, that is a completeness issue.

Additionally, the application cannot proceed until we have received payment of \$2,241.00 dollars for the Lot Line Adjustment. As proposed, the office building is being constructed over an exiting property line. Provide payment with resubmittal.

Planning Division Cesar Orozco, Senior Planner (707) 648-5436 cesar.orozco@cityofvallejo.net

1. Per part I of the Development Plan Set Checklist (DPSC), submit a **project description** that includes a statement of how the proposal will meet the required findings for approval listed in the Vallejo Municipal Code (VMC) for the proposed project. These findings will vary by entitlement and can be found in:
 - a. Development Review: **Section 16.605.03 of the VMC**
 - b. Design Review: **Section 16.604.03 (B) of the VMC**

2. Per Part II (A) of the DPSC, submit a Cover Sheet with the following information:
 - a. Vicinity map with north arrow, major cross streets and surrounding areas.
 - b. Legend of lines, symbols, patterns, and abbreviations.
 - c. Table containing:
 - i. Size of property including gross and net lot area.
 - ii. Adjacent land uses.
 - iii. Development standards pursuant to Vallejo Municipal Code.
 - iv. Square footage of all existing buildings.
 - v. Square footage of all proposed buildings.
 - vi. Parking analysis for building use and zoning district with code requirements and proposed spaces.
 - vii. Percent of lot area for landscaping, impervious surfaces, common open space, and private usable space.
 - viii. Lot coverage calculations, percent of net lot area covered by buildings.
 - ix. Flood Zone.

3. Per Part II (B) of the DPSC, provide a site plan with required information called out on the DPSC.
 - a. Per **Section 16.204.03 (G.2) of the VMC**, Building Orientation and Entrances states, building frontages shall be generally parallel to streets, and the primary building entrances shall be located on or within twenty feet of a public sidewalk. The director may grant exceptions to this standard for uses with unique needs.

Provide proposed building setback to be located on or within 20 feet of the public sidewalk. If this is not possible, provide reasoning to be reviewed by the Director.
 - b. Per **Table 16.508-C: Parking Dimensions of the VMC**, states minimum aisle width for one-way or two-way traffic is 25 feet.

Provide aisle width and parking stall dimensions for the parking space closest to the exit.

- c. Per [Table 16.508-D: Bicycle Standards of the VMC](#) states, real estates services shall require the greater of 1 per 5,000 sq. ft. or 2 short-term bicycle parking.

Provide the two short-term bicycle parking.

- d. Per [Section 16.508.12 \(B\) of the VMC](#), bicycle parking location states,
- i. Short-Term Bicycle Parking Spaces. Short-Term spaces shall be located, as feasible, near all main pedestrian entries to the use to which they are accessory.
 - ii. Other location requirements.
 1. Direct access from the bicycle parking to the public right-of-way shall be provided by means of access ramps, if necessary, and pedestrian access from the bicycle parking area to the building entrance shall also be provided.
 2. Where bicycle parking is not directly visible and obvious from the right-of-way, signs shall be provided, except that directions to long-term bicycle parking may be posted or distributed by the building management, as appropriate.
 3. Bicycle parking shall be separated from automobile parking by a sufficient distance to prevent damage from moving automobiles or their loading and unloading. The director may require a barrier or curb between bicycle and automobile parking areas on constrained sites.
 4. Bicycle parking may be provided inside a building provided it is easily accessible from a building entrance and a bicyclist does not have to use stairs to reach it.
 5. The placement of bicycle parking, bicycle rack elements and bicycle lockers shall not interfere with pedestrian circulation.

Provide a total of two short-term is located to be consistent with [Section 16.508.12\(B\) of the VMC](#).

4. Per Part II (C.1) of the DPSC, provide building elevations for all proposed buildings.
- a. Per [Table 16.204-A: Development Standards: Commercial Districts of the VMC](#) states, first floor ceiling height for non-residential use is 12 feet.

Provide an elevation cut sheet with ceiling height for non-residential uses showing 12 feet. If this requirement cannot be made, an additional entitlement will be required. An Exception permit will reduce the measurable standard by 25 percent, resulting in a ceiling height of nine feet.

- b. Per [Section 16.204.03 \(H\) of the VMC](#), Building Transparency Required for Non-Residential Uses states, exterior walls facing and within twenty feet of a front or street side property line shall include windows, glass doors, or other openings for at least sixty percent of the building wall area located between 2.5 and seven feet above the level of the sidewalk.

Provide a minimum of 60 percent transparency for all exterior walls facing the public right-of-way.

5. Per **Part II (C.3)** of the DPSC, provide floor plans for all proposed buildings with proposed square-footage and labeling each room as an office.

Provide floor plans labeled as offices. Office two and three call our bedrooms instead of offices.

6. Per **Part III (D)** of the DPSC, **provide a material and color sample board** with Actual materials and color sample chips of major exterior materials, on 8-1/2" x 11" board or larger with labels for the materials, and project name on board. Include masonry, exterior wall finish, metal, window samples, roof tile and grout.
7. Per Part III (H) of the DPSC, provide a landscaping plan with required information called out in the DPSC.
 - a. Per Table 16.504-A: Landscape of the VMC states, commercial zoning districts require a minimum of 20 percent of the site be landscaped.

Provide a landscaping plan that includes 20 percent of the site and is designed to be consistent to general requirements found in Section 16.504.03.E of the VMC.

8. Per Part III (J) of the DPSC, provide a solid waste and recycling plan that is drawn at 1" = 1/4' scale showing the location, plan, elevation, material notes, and height with typical dimensions. Enclosure shall be securable with a gate or lockable cover.
 - a. VMC Section 16.501.08 (I.1), Solid Waste materials, construction and Design states, solid waste and recycling storage areas located outside or on the exterior of any building shall be screened with a solid enclosure at least six feet high and include a roof structure.

Provide a trash enclosure that includes a roof structure.

9. Per Part III (K) of the DPSC, provide photos showing existing conditions of the site.

Public Works James Paluck, Consulting Senior Engineer. (707) 554-5902
james.paluck@cityofvallejo.net

1. **Label Finished Floor Elevations of each building on the Grading Plan.**
2. **A Stormwater Control Plan/Report (SWCP) was missing from the resubmittal and must be included. The SWCP consistent with the Guidelines found on the city website. The improvement plans shall show all proposed stormwater treatment facilities. Please note that this is different than the SWPPP/Erosion Control Plan**

Next Steps

Please provide the requested information in a revised submittal. Please complete one comprehensive resubmittal, partial submittals are difficult to track and can cause confusion. Your revised submittal must include the following:

- Response letter addressing all comments in this letter.
- One electronic plan set (USB, PDF, or CD)
- Payment of \$2,241.00 dollars for the Lot Line Adjustment
- Payment of \$2,159.00 dollars for Exception Permit.

Please email me directly with any questions you may have regarding this process.

Sincerely,

Cesar Orozco

Digitally signed by Cesar Orozco
DN: cn=Cesar Orozco, o=City of Vallejo,
ou=Planning and Development Services,
email=cesar.orozco@cityofvallejo.net, c=US
Date: 2022.10.18 10:01:18 -0700

Cesar Orozco, Senior Planner
(707) 648-5436
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Links:

Zoning Code:

<https://www.cityofvallejo.net/common/pages/DisplayFile.aspx?itemId=17961463>

Development Plan Set Checklist:

<https://www.ci.vallejo.ca.us/common/pages/DisplayFile.aspx?itemId=17961658>