



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

VIA EMAIL

April 9, 2026

Rebecca Kotch
1195 Walnut Avenue
Vallejo, CA 94592
rebecca.kotch@mareislandco.com

RE: Approval of Temporary Use Permit (PLN26-0028) for the Decked Out at The Quarters event on April 26, 2026, at 1015 Walnut Avenue | APN: 0066-050-170

Dear Rebecca Kotch,

This letter informs you that based on our review of the supporting application materials you submitted on February 24, 2026, and based on all of the project details included below, your request for Temporary Use Permit (PLN26-0028) is **APPROVED**.

PROJECT DETAILS:


Application Number(s):	PLN26-0028
Application Type(s):	Temporary Use Permit
Project Location / APN(s):	1015 Walnut Avenue / APN: 0066-050-170
Applicant(s):	Rebecca Kotch
Property Owner(s):	Mare Island Company
Zoning Designation:	SP-4 Mare Island
Project Description ("Project"):	The project consists of an Entertainment Assembly Temporary Use Permit for a family-friendly live music event to be held on multiple porches and lawns along Officer's Row and at Alden Park on Mare Island including food trucks, art and games. Walnut Avenue will be closed from Kansas Street to Rickover Street. The event will be held on Saturday, April 26, between the hours of 11:30 a.m. and 4:00 pm.

City Staff Contact:	Laura Solomon, Associate Planner Laura.solomon@cityofvallejo.net
---------------------	--

Under the Vallejo Municipal Code (VMC) Section 16.102.030, the applicant or any party adversely affected by this action may appeal to the Planning Commission. The process involves filing a letter stating the reason(s) for the appeal, along with the applicable fee as outlined in the approved Master Fee Schedule, which is filed with the City Clerk. Such appeal shall not be filed timely unless it is received by the City Clerk or designee no later than the closing of business on the tenth calendar day after the date of the action. If such a date falls on a weekend or a 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 Planning Commission's consideration of the appeal, shall be sent by the City Clerk to all active neighborhood groups and property owners within 500 feet of the project boundary. The Planning Commission may affirm, reverse, or modify any Planning and Development Services Director decision. Should you have any questions regarding this matter, please reach out to the City Staff contact listed above.

Sincerely,



Kristin Pollot, AICP
Planning and Development Services Director

Attachments:

- A. Project Findings
- B. Conditions of Approval
- C. Approved Project Plans

(Attachment A)
Project Findings
TEMPORARY USE PERMIT
PLN26-0011

Environmental Review

The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA pursuant to Section 15304(e) (Class 4 “Minor Alterations to Land”) due to the event involving minor temporary use of land and having no negligible or permanent effects on the environment.

Moreover, none of the exceptions in CEQA Guidelines Section 15300.2 apply, 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. Therefore, no further environmental review is required.

Temporary Use Permit Findings

VMC Section 16.339.03 (D), Required Findings, requires the Planning and Development Services Director to make the following findings prior to issuance of a Temporary Use Permit:

- 1. The operation of the requested use at the location proposed and within the time period specified will not jeopardize, endanger, or otherwise constitute a menace to the public health, safety, or general welfare;**

Facts in support: The proposed event is to be located on private property and will occur on one day (April 26, 2026) from the hours of 11:30 a.m. to 4 p.m. outside 1015 Walnut Avenue and Alden Park on Mare Island and complies with the requirements for Entertainment Assembly. Set up is planned to start on April 25 at 10 a.m. and tear-down will be on April 26 at 5 p.m.

- a. Time Limitation. The event will only be for one day not exceeding the maximum time limitation of 30 days.*
- b. Location. The location is more than 200 feet from any residential zoning district.*
- c. Security. Security will be provided by the Golden Bay Security with 4 people stationed during the event, one at each entrance and two roaming the site.*
- d. Removal. Recology has been hired for removal and during the event a team of 3 from First World Cleaning will handle ongoing trash maintenance.*

The event will include food trucks, a beer garden, art, and games, none of which will jeopardize, endanger, or otherwise constitute a menace to public health or safety.

- 2. The proposed site is adequate in size and shape to accommodate the temporary use without material detriment to the use and enjoyment of other properties located adjacent to and in the vicinity of the site;**

Facts in support: The provided site plan indicates that activities will occur outside on porches and lawns along Walnut Avenue and at Alden Park in an area that is of adequate size and shape to accommodate the anticipated 3,500 participants, without material detriment to the use and enjoyment of other properties located adjacent to the site.

- 3. The proposed site is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that the temporary use will or could reasonably generate; and**

Facts in support: Walnut Avenue, which is over 27 feet wide and can be accessed directly from Mare Island Causeway and Interstate 37 (I-37), meets City standards and is of sufficient width to accommodate the kind and quantity of traffic generated by the events. The special event application has also been reviewed and approved by the City Traffic Engineer. Local traffic laws and city guidelines will be strictly followed, and coordination with Vallejo Police and the City's traffic team will help prevent congestion and ensure safety throughout the event.

- 4. Adequate temporary parking to accommodate vehicular traffic to be generated by the use will be available either on-site or at alternate locations acceptable to the director.**

Facts in support: Off-site parking will be available in the existing parking lots off Walnut Avenue as well as on-street parking. Mare Island Lots C, D and H have a combined total of 430 parking spaces and are of sufficient size to accommodate the expected 3,500 visitors throughout the 4.5-hour event. Additionally, secured bicycle parking will be provided by Napa County Bicycle Coalition. Event staff will have designated people guiding people to the appropriate parking areas and will have directional signage posted to ensure safe and orderly vehicle and pedestrian movement from the parking lots to the event.

- 5. The project has been reviewed in compliance with the California Environmental Quality Act, if applicable, and the requirements of this chapter.**

Facts in support: See environmental section above.

(Attachment B)

Conditions of Approval
TEMPORARY USE PERMIT
PLN26-0028
1015 WALNUT AVENUE
APN: 066-050-170

A. PLANNING DIVISION

1. Project Authorization. The project shall be constructed and operated in substantial conformity with the authorized use as described in the application materials, the project description, and the approved plans, date stamped February 24, 2026 (attached), and as amended by the following conditions of approval. Any additional uses or facilities beyond those approved herein, shall require a separate application. Any deviation from the project description and/or approved plans requires review and written authorization from the Planning Manager.
2. Expiration. The Decked Out at The Quarters event as described in the report, shall cease by April 26, 2026.
3. Food Trucks. All mobile food trucks shall obtain a license from Solano County Department of Health and have an active business license with the City of Vallejo.
4. Electrical Work. The applicant shall submit plans to the Building Division for any electrical work per California Code of Regulations, Title 24 and applicable City Ordinance in effect at the time of a completed Building Permit application (if applicable) and pay all required fees at time of application.
5. Street Sweeping. This is required at the end of each day that the site is used, to remove debris and trash at the site and on Walnut Avenue.
6. Emergency Contact. An emergency contact person and alternate shall be established in writing prior to commencement of the first event. The document shall include contact names and phone numbers. The contact list shall be made available to fire personnel upon request.
7. Indemnification. 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. Fire Prevention

1. Prior to commencement of first event, a "Site Safety Meeting" shall be conducted to ensure all safety measures outlined in the VFD conditions of approval are followed.
2. All buildings, facilities, and improvements shall be accessible to fire department apparatus by way of approved access roadways. Parking supply and utility trailers are approved at the event provided they maintain a ten (10) foot separation from any buildings, tents, and do not block any means of egress systems from the building.
3. Street access for fire apparatus and emergency medical purposes shall be maintained open at all times with a minimum of 16 feet clear width.
4. Routes for emergency egress and escape routes shall be maintained at all times. Including fenced areas within the event space.
5. During the event, fire hydrants shall not be blocked, covered or vehicles parked in front of them.
6. Prior to commencement of the event, all dry weeds and combustible vegetation shall be cut down and removed.
7. Any stage canopy fabric shall meet the State Fire Marshal Flame Resistance requirements and have a SFM Certification Seal attached to the canopy material.
8. NO SMOKING signs are required per the California Fire Code Section 310 and shall be posted in a conspicuous location throughout the event. Signs shall not be obscured, removed, defaced, or destroyed.
9. Waste cans that are 40 gallons or more shall be metal or flame retardant plastic.
10. The minimum fire-extinguisher requirement shall be one 2A-10BC rated portable unit in such locations so that maximum travel distance does not exceed 75 feet to the nearest extinguisher from any portion of the event.

Note: Each food vendor shall be equipped with a 2A-10BC type fire extinguisher, regardless of travel distance.

11. 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.
12. Food vendors (food trucks, cooking tents, and booths) shall have a minimum clearance of 10 feet from buildings, structures, vehicles, and any combustible materials.
 13. Cooking appliances or devices that produce sparks or grease-laden vapors or flying embers shall not be used within 20 feet of a tent or temporary structure.
 14. All cooking equipment that omit grease laden vapors during cooking operations shall have a Class K type fire extinguisher with a current State Fire Marshal service label, and shall be accessible at all times.
 15. No open flame apparatuses shall be permitted during the event, unless an operational permit is obtained and approved by the Vallejo Fire Prevention Division prior to start of the event.
 16. Any tents used for this event exceeding an area of 400 square feet requires a separate permit from the Vallejo Fire Department. Please submit a TENT permit application to the Fire Prevention Division prior to the start of the event for review and permit issuance.

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides, which comply with all of the following:
 - 2.1 Individual tents having a maximum size of 700 square feet.
 - 2.2 The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet shall not exceed 700 square feet total.
 - 2.3 A minimum clearance of 12 feet to structures and other tents shall be provided.
17. Diesel and gas generators shall comply with the 2025 California Fire Code Chapter 6, Sections 603, 1203, 3107.6.2 and NFPA 110 and 111. Compliance with the UL-2200 is required. All electrical work shall comply with 2025 California Electrical Code. Exhaust systems shall be gas tight to prevent exhaust gas fumes from entering inhabited rooms or buildings and shall terminate in such a manner that toxic fumes cannot enter a building or structure, particularly through windows, air ventilation inlets, or engine air intake systems.

Exhaust system shall be gas tight to prevent exhaust gas fumes from entering inhabited rooms or buildings and shall terminate in such a manner that toxic fumes cannot enter a building or structure, particularly through windows, air ventilation inlets, or engine air intake systems. Generator must be a minimum of 20 feet away from the building and shall be isolated from contact with the public by fencing, enclosure or other approved means.

18. All electrical extension cords shall be protected with approved safety devices and maintained in good working condition without splices, deterioration, or damage. The maximum length of the cords is 75 feet and shall be listed for outdoor use. If an extension cord must cross a traffic area, an approved traffic pad shall be used. (All extension cords shall be secured to prevent a tripping hazard). Extension cords shall not be connected in series.
19. During the event, all compressed gas cylinders shall be adequately secured to prevent them from falling or being knocked over. Fasteners used to secure cylinders shall be of non-combustible material.
20. If a final inspection is required by the Fire Prevention Division prior to commencement of the event, field inspection requests shall be made a minimum of 48 hours in advance by calling the Fire Prevention Division at (707) 648-4202, Monday through Friday, 8:30 am to 3:30 pm, or via email at FireInspections@cityofvallejo.net



Event Entrance I/D Check

Food Trucks

The Quarters Coffee House

Pumpkin Painting

Rodmon Gym

BATHROOMS

Small Stage Costume Contest

Walnut Ave

Walnut Ave

Walnut Ave

8th St

Railroad Ave

7th St

Event Entrance I/D Check

Grounds of the Admiral's Mansion

Beer Garden

Google

Oak Ave

Oak Ave

Walnut Ave

Marr