



# Town of Yountville

6550 Yount Street  
Yountville, CA 94599

## Staff Report

Item #: 10A

---

### Town Council

**DATE:** June 4, 2024  
**TO:** Town Council  
**FROM:** Irene Borba, Planning & Building Director  
**Applicant:** Town  
**Owner:** Town-wide  
**Location:** Town-wide  
**Land Use Classification:** Multiple

#### **RECOMMENDATION:**

Adopt Resolution 24-4273 to amend the Sixth Cycle (2023-2031) Housing Element (the "Revised Housing Element Update") of the Town of Yountville General Plan.

#### **PROJECT SITE**

Townwide.

#### **BACKGROUND/DISCUSSION**

Since 1969, California has required that all cities and counties adequately plan to meet the housing needs of everyone in their communities. This is accomplished through the adoption of a Housing Element, a required component of a local government's General Plan. The General Plan is a long-range planning document that helps craft the vision of the Town. The purpose of a Housing Element is to identify current and projected housing needs, and to set goals, policies, and programs to address those needs.

Unlike other Elements of the General Plan, which may be updated at the discretion of each jurisdiction, California Government Code Sections 65580-65589 require local jurisdictions to update the Housing Element of their General Plans every eight years, subject to the review and approval of California Department of Housing and Community Development (HCD). The Town's current Housing Element ("5th Cycle") was adopted in 2014 and covers the period from 2015 to 2023. For this next cycle ("Sixth Cycle"), an updated Housing Element covering the period from 2023 to 2031 was required to be adopted by January 31, 2023.

In December of 2021, the Town hired PlaceWorks as the consultant to prepare an updated draft Housing Element. They worked with staff to conduct public outreach and draft the Housing Element. The Housing Element update process was guided by public and Council input and was launched with a public Town Council meeting on January 18th, 2022, three Ad Hoc Committee meetings in February, two community workshops (February 16th and March 2nd of 2022), focus group meetings and stakeholder consultations throughout the Spring, and another Town Council meeting on April 19, 2022. The culmination of these efforts resulted in the preparation of a draft update to the Housing Element, which was presented at a joint meeting of the Town

Council and Zoning and Design Review Board on July 19, 2022. A copy of the staff report from this meeting, which provides additional background information on the Housing Element document, is available at this link: <https://townofyountville.primegov.com/Portal/Meeting?meetingTemplateId=3928>

On August 22, 2022, the Town submitted the first draft of the Housing Element to HCD for review. HCD had 90 days, until November 18, 2022, to complete its review of the first draft.

On October 25, 2022, staff and PlaceWorks met with HCD staff to discuss HCD's preliminary comments prior to the end of its 90-day review. Based on the preliminary comments received at this meeting, the draft Housing Element was revised, released for public review on November 9, 2022, and submitted to HCD.

A timeline of events/progress is attached (refer to Attachment 2). As you will see from the timeline, Town staff has been working diligently with our consultants as well as HCD staff to address any potential revisions needed for HCD to determine the Housing Element substantially complies with Housing Element Law.

On November 18, 2022, the Town received formal comments from HCD on the resubmitted draft Housing Element document (Attachment 3). The letter identified several items in need of further clarification or modification. Following receipt of HCD's comment letter, staff and the consultant team revised the Housing Element to address all the comments in the letter. A final "adoption" draft of the Housing Element document reflecting the changes made in response to HCD's formal comment letter was released to the public on January 13, 2023. Links to "clean" and "track changes" versions of the final draft Housing Element document are provided at the end of this report.

A memorandum providing a detailed summary of the revisions were made in response to HCD's November 18<sup>th</sup> letter including other changes made to the draft Housing Element document since the July 19, 2022, Joint Meeting of the Town Council and ZDRB was prepared by PlaceWorks and is attached to this report (Attachment 4).

Prior to review and final action by the Town Council on adoption of the final draft Housing Element document, the ZDRB was required to review the document and make recommendations to the Town Council for its consideration. The ZDRB meeting was held on January 23, 2023, refer to the following link, for the staff report & associated documents <https://townofyountville.primegov.com/Portal/Meeting?meetingTemplateId=4392> A public hearing before the Town Council on the final draft Housing Element document was held February 7, 2023 refer to the following link for the staff report & associated documents. <https://townofyountville.primegov.com/Portal/Meeting?meetingTemplateId=4296>

The Town has now released the *latest version* of the Housing Element to address comments received from HCD last year as well as several follow-up conversations with HCD over the last few months. The Town submitted the latest version of the Housing Element to HCD for a 60-day review period. On May 7, 2024, HCD submitted a letter to the Town conditionally approving the latest version of the Housing Element, stating the latest version meets the statutory requirements of Housing Element Law and addresses the statutory requirements described in HCD's prior review (Attachment 5).

## **DISCUSSION**

The Town will need to readopt the Housing Element and submit the adopted document to HCD for final certification. The changes included in the latest Housing Element include revisions to the land inventory to include more development certainty and revisions to programs to help streamline housing development. The following revisions were made:

**Program 22. Item #3** was updated to address the latest emergency shelter requirements. The Town will amend the zoning code to allow one or more types of residential use on parcels smaller than 3 acres in the PF zone and amend the definition of emergency shelters to include "other interim interventions, including but not limited to, navigation centers, bridge housing, and respite or recuperative care."

**Program 22. Item #11** was updated to ensure that development can occur on the opportunity sites in the land inventory by amending the RM-2 Zoning District to remove the Floor Area Ratio requirement

and allow up to three stories.

**Brand new Program 25** was included to facilitate development on Site 2 (the church site). This includes committing the Town to meeting with potential developers, offering incentives and provide technical support once a project is proposed. In addition, the Town has included a site plan showing the feasibility of a project on the site.

**Brand new Program 26** was included to review and revise permit processing procedures. The Town will revise the approval process to ensure review is limited to the criteria and/or approval findings listed in the Municipal Code. If a project meets the criteria and/or approval findings listed in the Municipal Code, a Town Council meeting will no longer be required.

The *revised draft* of the *Housing Element* dated *February 2024* can be found here on the Town's website [https://www.townofyountville.com/DocumentCenter/View/2356/Housing-Element-Update-Adopted-2\\_7\\_23-Revised-2\\_29\\_24?bidId=](https://www.townofyountville.com/DocumentCenter/View/2356/Housing-Element-Update-Adopted-2_7_23-Revised-2_29_24?bidId=)

#### ***Zoning & Design Review Board***

The Zoning & Design Review Board considered the proposed revisions to the Housing Element on May 14, 2024. The Board received the staff report, opened the public hearing (no comments were received) and discussed the proposed revisions. The Board recommended that the Town Council adopt a Resolution approving the revised Housing Element.

#### **ANALYSIS**

The Sixth Cycle amendments contained in the final draft Housing Element document being presented to the Town Council have been reviewed by staff, the Town Attorney's office, and the ZDRB. Staff believes the amendments are in compliance with and satisfy the requirements of State housing laws and are consistent with the Town's General Plan. Pursuant to Yountville Municipal Code Section 17.184.060 *Findings and Decision*, upon receipt of the recommendation of the Zoning and Design Review Board, the Town Council may approve or approve in modified form the proposed Sixth Cycle amendments to the Housing Element if, from the facts presented, all the following findings, can be made:

1. The proposed amendment(s) would further the goals, objectives, policies, and programs and is consistent with the intent of the General Plan;

Staff Response: The proposed amendments contained in the final draft Housing Element document are consistent with the Land Use Element of the General Plan in that they identify locations for new housing without affecting the character of existing single-family residential neighborhoods. Further, staff finds that the proposed housing sites inventory or proposed housing goals, policies and programs will not conflict with any of the goals, policies, and objectives of the General Plan.

2. The proposed amendment(s) would not be detrimental to the public interest, health, safety, convenience, or welfare of the Town;

Staff Response: The Sixth Cycle Housing Element amendments will not be detrimental to the public interest, health, safety, convenience, or welfare of the Town, because their implementation will help achieve the following interests:

- Provide sufficient new, affordable housing opportunities in the Town to meet the needs of groups with special requirements, including the needs of lower and moderate- income households.
- Provide opportunities for new housing construction in a variety of locations and a variety of densities.
- Preserve and protect the existing affordable housing stock by encouraging the rehabilitation of deteriorating dwelling units and the conservation of the currently sound housing stock.

- Remove governmental constraints on housing development.
3. For amendments involving a zoning or land use map amendment, the site is physically suitable, including consideration of physical constraints, access, compatibility with surrounding land uses, and provision of utilities, for the requested or potential land uses.

Staff Response: The proposed amendments do not involve or include any zoning or land use map amendment.

For the reasons stated above, staff believes the proposed amendments to the Sixth Cycle Housing Element are consistent with the General Plan and that the required findings for approval of a General Plan Amendment to adopt the Sixth Cycle amendments can be made.

### **ENVIRONMENTAL REVIEW**

The proposed Sixth Cycle amendments to the Housing Element of the Town of Yountville General Plan were contemplated in the certified General Plan EIR (SCH# 2018082008). The proposed amendments are consistent with the General Plan land use designations and with the Yountville Municipal Code. Pursuant to Section 15183 of the California Environmental Quality Act (CEQA) guidelines (Cal. Code Regs., tit. 14, § 15183, subd. (a)), there is nothing peculiar to the project that would require additional environmental analysis. Therefore, the proposed project is considered within the scope of the General Plan EIR, and the Notice of Determination (NOD) filed for the EIR.

### **STRATEGIC PLAN GOAL**

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Exceptional Town Services and Staff:** The Town supports its talented staff who deliver high quality municipal programs and services while maintaining public infrastructure for the benefit of the community. **Premier Destination:** The Town values its residents, rich history, natural environment, culinary excellence, arts, and distinguished businesses that make our home a place people love. **Quality of Life:** The Town enhances the livability of Yountville by providing well-maintained public facilities, parks, and trails, and quality programs and events. **Visionary Leadership:** The Town's leadership maintains an open-minded, forward-thinking decision-making process. We value engagement and participation from all members of the community as we work together to create policies and plan for the future.

Briefly Explain Relationship to Strategic Plan Goal and Objective. By planning for and adopting a plan to meet the regional workforce housing needs, the adoption of the Sixth Cycle amendments to the Housing Element will continue the goals of the General and Strategic Plan.

### **RECOMMENDATION**

- Receive Staff Report and direct questions to Staff.
- Conduct public hearing and receive testimony.
- Conduct discussion on the proposed Sixth Cycle amendments to the "Revised" Housing Element.
- Motion and second to adopt resolution approving the proposed amendments.

### **ATTACHMENTS**

1. Town Council Resolution
2. Timeline of events
3. Correspondence dated November 18, 2022, from the California Department of Housing and Community Development regarding the Town of Yountville's Draft Housing Element document.
4. Memorandum from PlaceWorks dated January 10, 2023, summarizing changes to the draft Housing Element document.

5. Correspondence dated May 7, 2024, from the California Department of Housing and Community Development regarding the Town of Yountville's Draft Housing Element

#### **WEB LINK**

Housing Element "Revised" February 2024

[https://www.townofyountville.com/DocumentCenter/View/2356/Housing-Element-Update-Adopted-2\\_7\\_23-Revised-2\\_29\\_24?bidId=](https://www.townofyountville.com/DocumentCenter/View/2356/Housing-Element-Update-Adopted-2_7_23-Revised-2_29_24?bidId=)

Summary of Housing Element "Revised" February 2024

<https://www.townofyountville.com/DocumentCenter/View/2357/Memorandum-Housing-Element-Revisions-February-2024-PDF?bidId=>

"Clean" version of final "adoption" draft Housing Element document dated January 13, 2023  
(<https://tinyurl.com/HousingElement1>)

"Track Changes" version of final "adoption" draft Housing Element document dated January 13, 2023  
(<https://tinyurl.com/HousingElement2>)