



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

Agenda Item #: {{section.number}}>{{item.number}}

Yountville Town Council Staff Report

DATE: February 18, 2025
TO: Mayor and Town Council
FROM: Aaron Hecock, Planning & Building Director
PREPARED BY: Kami Noriega, CMC, Acting Town Clerk

RECOMMENDATION

Adopt Resolution Number 25-4341 amending the Zoning and Design Review Board bylaws.

DISCUSSION/BACKGROUND

At the regular Zoning and Design Review Board (ZDRB) meeting held on February 11, 2025, the Members of the Board received a report of the proposed addition of the *Memberships* section to the existing ZDRB bylaws. The present members of the Board were supportive of the proposed changes. The *Memberships* section addition outlines the requirements of Board membership, the appointment process, the term of office and the resignation process. These details help clarify what the public can expect as they apply to serve on the Board and give existing Board Members clarity in the process. The ZDRB staff report, redline and clean versions of the bylaws are attached for reference.

ENVIRONMENTAL REVIEW

Exempt per California Environmental Act (CEQA) Guideline, Section 15061(b)(3).

FISCAL IMPACT

Is there a Fiscal Impact? No
Is it Currently Budgeted? N/A
Where is it Budgeted? N/A
Is it Mandatory or Discretionary? Mandatory
Is there a Staff Resource Impact? Nominal

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Engaged Residents:** The Town embraces our residents' commitment to community as seen through volunteerism, civic engagement, and public participation that enhances the quality of life in Yountville.

Briefly Explain Relationship to Strategic Plan Goal and Objective. Enhancing the ZDRB bylaws with clarification

of the Board membership details helps promote the desire of community members to volunteer to serve on Town of Yountville Boards.

ATTACHMENTS

1. Resolution No 25-4341 with Exhibit A - Amended ZDRB Bylaws (Clean)
2. Proposed ZDRB Bylaw Amendment (Redline)
3. ZDRB Staff Report 02-11-2025