



# Town of Yountville

6550 Yount Street  
Yountville, CA 94599

## Staff Report

Item #: 910 A

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## Zoning and Design Review Board Staff Report

**DATE:** May 14, 2024

**TO:** Zoning and Design Review Board

**FROM:** John Ferons, Public Works Director

**Applicant:** Town of Yountville

**Owner:** Town of Yountville

**Location:** N/A

**Land Use Classification:** N/A

**SUBJECT:**

Review Draft Fiscal Year (FY) 24/25 to FY 25/26 Capital Improvement Program (CIP) and determine its conformance with the Town of Yountville General Plan.

**DISCUSSION/BACKGROUND**

The Capital Improvement Program (CIP) provides the Town with a long-range program for capital projects and advanced financial planning to fund the construction of those projects as follows:

- “Capital Improvement” refers to major, physical expenditures such as land, buildings, public infrastructure, and equipment.
- “Capital Improvement Program” (CIP) is used to guide capital investments, optimize available resources to maintain and construct infrastructure, evaluate resources, and determine capacity to deliver projects with an emphasis on public health, safety, and quality of life.
- “CIP Budget” is adopted with the Town’s Annual Budget which incorporates the 5-year plan that identifies projects, funding sources and target dates.

As the biennial CIP budget is prepared, projects and priority needs are identified in the Town Council Budget Workshops and incorporated into the program to build a comprehensive “rolling” five-year plan. Projects are selected based on priority, need, and available funding sources. The selected projects are then queued up in the CIP as appropriate. In this way, the CIP is a working document that is reviewed, analyzed, and updated. In previous years the review occurred annually. This will mark the first year a two-year budget cycle is implemented, and the CIP list is approved on a biennial basis. The CIP includes projects that have been previously identified in earlier plans and those that may be new to the CIP. The project-specific details are refined as the project is developed over time. Most projects are put into the CIP five years out based on planning and need, then as each CIP project reaches year one and year two, the design details and cost estimates are more refined, accurate and ready for procurement.

While the Zoning Design and Review Board (ZDRB) does not have a role in programming or budgeting capital

improvement projects, California Government Code Sections 65103 and 65401 require that the ZDRB review the CIP for consistency with the Town of Yountville's General Plan goals and policies.

The attached Exhibit A provides details on the new and previously approved capital projects intended to be funded in the CIP plan beginning FY 2024/25 and FY 2025/26. For the purposes of building the CIP the following abbreviations and nomenclature are used:

- Project Category Abbreviations
  - Civil Facilities (CF)
  - Community Projects (CP)
  - Drainage and Flood Control (DF)
  - Parks and Recreation (PK)
  - Streets and Transportation (ST)
  - Wastewater and Water Reclamation (WW)
  - Water Distribution (WA).
- Project and Program Nomenclature:
  - Every Project is identified by category, sequential numbers, and a name.
    - IE: CF-0022 Shade Structure for Community Center/Hall
  - Each Program is identified by category, a number identifier tied to the Fiscal Year and a name.
    - IE: DF-2023 Town Wide Drainage and Erosion Program

Exhibit A lists each CIP project by project number and descriptive name, and estimated cost. The ZDRB's review is intended to ensure that the projects identified in the CIP are consistent with the General Plan.

In terms of the Town's Capital Improvement Program being consistent with the Town's adopted General Plan:

- A focus of the adopted Town Council Strategic Plan within the General Plan is "Responsible Fiscal Policy." That policy states, "The Town maintains its fiscal health through policies designed to maximize economic opportunities, manage expenses, and ensure prudent reserves."
  - Preparing and adopting the Capital Improvement Program satisfies the goal of sound financial planning, debt management, and reserve development ensuring to the maximum extent practicable the Town's capital fiscal health.
- The projects within the CIP are generally maintenance related and not new development or construction and as such are not discussed specifically in the General Plan. Relevant General Plan goals and policies include:
  - Land Use Policy 3.6 (LU-3.6): Public Infrastructure and Services. Provide and maintain adequate public infrastructure and services to meet the needs of existing and future development.
  - Land Use Goal (LU-8): Continue to maintain and improve all public facilities and services for residents.

The staff's analysis concludes that the projects listed in the attachment are consistent with the General Plan goals, policies, and programs.

Staff recommends that the ZDRB find the Capital Improvement Program is consistent with the City's General Plan and forward this finding to the Town Council.

## **ENVIRONMENTAL REVIEW**

Categorically Exempt per California Environmental Quality Act (CEQA) Guidelines sections 15061(b)(3) [common sense exemption] and 15378(b)(4) [government fiscal activities]. Pursuant to sections 15061(b)(3) and 15378(b)(4) of the CEQA Guidelines, CEQA applies only to projects which have the potential for causing a significant effect and/or physical change on the environment. A determination as to General Plan consistency does not commit funding to any specific project contained in the CIP and there is no possibility that this determination may have a significant effect on the environment.

## **STRATEGIC PLAN GOAL**

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Responsible Fiscal Policy:** The Town maintains its fiscal health through policies designed to maximize economic opportunities, manage expenses, and ensure prudent reserves.

Briefly Explain Relationship to Strategic Plan Goal and Objective. Adopting the Capital Improvement Program satisfies the goal of sound financial planning, debt management, and reserve development for the Town.

## **RECOMMENDATION**

Staff recommends that the ZDRB find the Capital Improvement Program consistent with the Town's General Plan and forward this finding to the Town Council.

## **ATTACHMENT**

- A. ZDRB Resolution
- B. Exhibit