



# Town of Yountville

6550 Yount Street  
Yountville, CA 94599

## Staff Report

**Agenda Item #:** {{section.number}}B

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## Yountville Town Council Staff Report

**DATE:** August 6, 2024

**TO:** Mayor and Town Council

**FROM:** Hilary Gaede, Communications Director/ Town Clerk

**PREPARED BY:** Hilary Gaede, Communications Director/ Town Clerk

### **RECOMMENDATION**

Appoint two (2) individuals to serve on the Zoning & Design Review Board with the terms of office to commence immediately and to expire on July 19, 2027.

### **DISCUSSION/BACKGROUND**

The Zoning and Design Review Board (ZDRB) was established by Ordinance Number 172 in January 1986. The ZDRB was established to discuss planning matters, consider public comment and offer recommendations to the Town Council. The ZDRB is comprised of five (5) volunteer members serving three-year staggered terms of office. In order to serve on the ZDRB, an individual must reside within Town limits and be registered to vote in the Town.

Desirable applicants will have knowledge of the Town, a commitment to the goals and objectives of the General Plan and be familiar with Yountville architecture. The ability to read building and construction plans is highly desirable. The ZDRB shall make decisions regarding use permits in the R-District, home occupations, second dwelling units, change in uses in C-Districts, design review in H-Districts and lot line changes. The ZDRB will also hold study sessions and advise the Council regarding amendments to the General Plan, Zoning and Subdivision Ordinances, Capital Improvement Plan and Design review in other zoning districts.

### **Recruitment**

A Notice of Vacancy was posted on July 15, 2024 in the Town-designated posting locations including the Town's website under the Board and Commission page to fill two (2) positions due to terms expiring in July 2024. At the close of the application filing period, the Town received two (2) applications for two (2) positions. Applications were received from incumbent members Steven Miller and Thomas Henthorne. Staff is requesting Council reappoint the incumbent members to the Commission with their terms of office to commence immediately and expire July 29, 2027. Per the Town Council Handbook, Chapter II, Section Boards, Commissions, and Committee appointments states that "In the event the number of applicants equals the number of vacancies, the Town Council may waive the interviews and make the appointments based on the applicant's qualifications. This allows the Town Council to promptly fill available positions while ensuring all selected candidates meet the qualifications for their respective roles."

### **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? Discretionary

Is there a Staff Resource Impact? No

## **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. The ZDRB is a volunteer Board that supports the Town Council in managing community development, ensuring orderly and compatible land use, maintaining high design standards, fostering economic vitality, offering diverse housing options, and conserving natural and cultural resources.