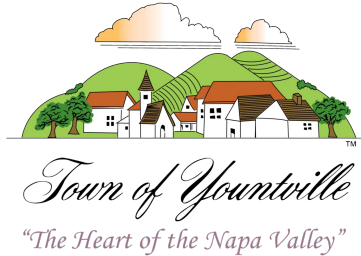


# Town of Yountville

6550 Yount Street  
Yountville, CA 94599



## Meeting Minutes – Final

**Tuesday, October 10, 2023**

**5:30 PM**

## **Zoning & Design Review Board**

***Steven Miller, Chair***  
***Michael Zagorsek, Vice Chair***  
***Kimberly Cook, Member***  
***Thomas Henthorne, Member***  
***Kenneth Deposki, Member***

**1. CALL TO ORDER**

Acting Chair Cook called the meeting to order at approximately 5:30 P.M.

**2. ROLL CALL**

**Present:** 3 Board Member Kimberly Cook, Board Member Thomas Henthorne, Board Member Kenneth Deposki

**Absent:** 2 Chair Steven Miller, Vice Chair Michael Zagorsek

**3. PLEDGE OF ALLEGIANCE**

Pledge of Allegiance was held.

**4. ADOPTION OF AGENDA**

A motion was made by Board Member Cook, seconded by Board Member Henthorne to Adopt the Agenda. The motion carried by the following vote:

**AYES:** 3; Board Member Cook, Board Member Henthorne, Board Member Deposki

**NOES:** 0

**ABSTAIN:** 0

**5. PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA**

None.

**6. APPROVAL OF MINUTES**

**A** Approve Minutes of the Meeting Held Tuesday, September 12, 2023

Chair Cook informed staff the Minutes title had the incorrect date of August 8, 2023.

Town Clerk Gomez acknowledged the error and stated for the record that the correct date for the title should be Minutes of the Meeting Held Tuesday, September 12, 2023.

A motion was made by Board Member Henthorne, seconded by Board Member Deposki to Approve Minutes of the Meeting Held Tuesday, September 12, 2023. The motion carried by the following vote:

**AYES:** 3; Board Member Cook, Board Member Henthorne, Board Member Deposki

**NOES:** 0

**ABSTAIN:** 0

**7. PRESENTATIONS - NONE**

**8. PUBLIC HEARINGS**

**A** Adoption of Resolution 23-003 Recommending the Town Council Approve a Commercial Use Permit for R+D Kitchen To Provide 'To-Go' Food Services at 6795 Washington Street, Building D; Approve a Master Development Plan Amendment to the Existing R+D Kitchen Master Development Plan to Incorporate Building D; and Find the Commercial Use Permit and Master Development Plan Amendment Exempt from the California Environmental Quality Act.

Diane Levine, Assistant Planner, provided the staff report.

Public Hearing held.  
Public Comment – None.

The Board discussed and took the following action:

A motion was made by Board Member Cook, seconded by Board Member Henthorne to Adopt the Resolution. The motion carried by the following vote:

**AYES:** 3; Board Member Cook, Board Member Henthorne, Board Member Deposki  
**NOES:** 0  
**ABSTAIN:** 0

## **9. ZONING & DESIGN REVIEW BOARD ROLES AND GOVERNANCE**

Mackenzie Anderson, Assitant Town Attorney, provided the presentation.

The following individual provided in-person public comment: Michael Borck.

## **10. STAFF AND BOARD REPORTS**

Irene Borba, Planning & Building Director informed the Board members that the Council held the first Study Session on October 3 where they discussed health, safety, and climate matters with the community.

A second Study Session may be held November 7, pending on availability of City of Napa Housing Authority.

Town Arborist was introduced to the community.

At regular sessions, Council adopted the Tree ordinance recommended by the Board. The new Town Arborist will be taking a look at the tree ordinance.

## **11. ADMINISTRATIVE ITEMS**

Irene Borba, Planning & Building Director provided the following updates:

Administrative approval for a small bump-out addition at the rear view structure for 1885 Carignan Way.

Staff issued Notices of Action:

- 1881 Larkspur Way for an outdoor kitchen
- Priest Ranch Kitchen – Master sign plan amendment

Transfer of Use – from the former Protea restaurant to the new kitchen at Priest Ranch

## **12. ADJOURNMENT**

A motion was made by Board Member Cook, seconded by Board Member Deposki to Adjourn the meeting. The motion carried by the following vote:

**AYES:** 3; Board Member Cook, Board Member Henthorne, Board Member Deposki  
**NOES:** 0  
**ABSTAIN:** 0

Adjourned to the Zoning & Design Review Board Regular Meeting to November 14, 2023 at 5:30 P.M.

being held in Town Council Chambers located at 6550 Yount St.

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Eddy Gomez, Town Clerk