

Town of Yountville

6550 Yount Street
Yountville, CA 94599



Meeting Minutes – Final

Tuesday, July 11, 2023

5:30 PM

Zoning & Design Review Board

Steven Miller, Chair
Jeri Hansen, Vice Chair
Kimberly Cook, Member
Michael Zagorsek, Member

The Town of Yountville is committed to complying with the Americans with Disabilities Act (ADA) and other similar federal and state laws in all respects. If, as an attendee or participant in this meeting, or in meetings on a regular basis, you will need special assistance beyond what is provided, the Town will provide reasonable accommodations for you. Individuals who need auxiliary aids or services for effective communication or participation in programs and services of the Town of Yountville are invited to make their needs and preferences known by contacting the Town Clerk at (707) 944-8851 at least 72 hours prior to the meeting. This notice is available in accessible alternate formats from the ADA Coordinator.

1. CALL TO ORDER

2. ROLL CALL

Present: 3 Chair Steven Miller, Vice Chair Kimberly Cook, Voting Member Michael Zagorsek

Absent: 1 Voting Member Thomas Henthorne

3. PLEDGE OF ALLEGIANCE

The pledge of allegiance was held.

4. ADOPTION OF AGENDA

A motion was made by Vice Chair Cook, seconded by Voting Member Zagorsek to Adopt the Agenda
The motion carried by the following vote:

AYES: 3; Chair Miller, Vice Chair Cook, Voting Member Zagorsek

NOES: 0

ABSTAIN: 0

5. APPROVAL OF MINUTES

A Approve Minutes of the meeting held on May 9, 2023.

A motion was made by Vice Chair Cook, seconded by Voting Member Zagorsek to Approve Minutes of the meeting held on May 9, 2023. The motion carried by the following vote:

AYES: 3; Chair Miller, Vice Chair Cook, Voting Member Zagorsek

NOES: 0

ABSTAIN: 0

6. PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA

One public comment was received from Tom Bardessono.

7. TOWN MANAGER INTRODUCTION

Town Manager Brad Raulston introduced himself to the Board.

8. PRESENTATIONS

9. PUBLIC HEARINGS

A Design Review for the proposed residential addition/remodel of the existing residence and landscape improvements located at 1886 Mulberry Street (APN 036-293-017)

Assistant Planner Diane Levine presented the staff report and a PowerPoint presentation.

A motion was made by Voting Member Zagorsek, seconded by Vice Chair Cook to Approve the residential addition/remodel of existing residence and landscape improvements at 1886 Mulberry Street. (Correction made at 08/08/2023 by Vice Chair Cook.) The motion carried by the following vote:

AYES: 3; Chair Miller, Vice Chair Cook, Voting Member Zagorsek

NOES: 0

ABSTAIN: 0

10. ADMINISTRATIVE ITEMS

Planning and Building Director Irene Borba provided an update on current projects:

- 6737 Jefferson St – Staff approval for conversion of detach garage to ADU;
- 6627 Yount St – Zoning clearance letter, conversion of existing detach single story structure to a one bedroom one bath ADU;
- A recruitment has been opened for ZDRB to fill an unexpired term as Jerry Hansen resigned from her position.

Director Borba received direction from the Board to bring back a future agenda item. By consensus, the Board requested a discussion of issues of permeability on lots, including ADUs be added to a future agenda.

Chair Miller requested potential training for board members in a special meeting workshop or ad hoc meeting. Town Manager Raulston noted the upcoming Town Council protocols special meeting and that these procedures will translate to all boards and commissions. Town Manager Raulston suggested a scoping session to evaluate ZDRB review processes.

Staff will evaluate training opportunities for board members and provide the Boards and Commissions Handbook. Board members will pursue resources to further develop their skills.

11. STAFF AND BOARD REPORTS

12. ADJOURNMENT

A motion was made by Vice Chair Cook, seconded by Voting Member Zagorsek to Adjourn the meeting
The motion carried by the following vote:

AYES: 3; Chair Miller, Vice Chair Cook, Voting Member Zagorsek

NOES: 0

ABSTAIN: 0

Adjourn to the Zoning & Design Review Board Regular Meeting August, 8, 2023 at 5:30 PM
being held in Town Council Chambers located at 6550 Yount St.

/s/ Eddy Gomez, Town Clerk