

# Town of Yountville

6550 Yount Street  
Yountville, CA 94599



## Meeting Minutes – Final

**Tuesday, September 21, 2021**

**3:00 PM**

### Town Hall Council Chambers

#### Town Council

**Mayor John Dunbar**  
**Vice Mayor Kerri Dorman**  
**Council Member Margie Mohler**  
**Council Member Marita Dorenbecher**  
**Council Member Eric Knight**

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; CONVENE REGULAR MEETING - 3:00 P.M.**

Mayor Dunbar called the meeting to order at 3:00 p.m.

**2. ROLL CALL**

**Present:** 5 Mayor John F. Dunbar, Vice Mayor Kerri Dorman, Council Member Margie Mohler, Council Member Marita Dorenbecher, Council Member Eric Knight

**Absent:** None

**3. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was held.

**4. ADOPTION OF AGENDA**

Mayor Dunbar announced that the following items will be continued at the October 5, 2021 Town Council Meeting:

- 4. PROCLAMATIONS AND RECOGNITIONS
  - A. Recognition of Sandra Liston, Planning & Building Director, on her upcoming retirement.
- 6. CONSENT CALENDAR
  - A. Second Reading and Adoption of Ordinance 21-501 Amending Titles 6 (Animals), 12 (Streets, Sidewalks, Public Places and Parks), 15 (Buildings and Construction), 16 (Subdivisions), and 17 (Zoning), and Repealing Title 18 (Design Standards) of the Yountville Municipal Code.
- 7. PUBLIC HEARING
  - A. MUNICIPAL CODE UPDATE – ZONING AND DESIGN ORDINANCE (ZODO)  
Introduce and Waive First Reading of Ordinance Number 21-502 Amending the Yountville Municipal Code to Amend the Zoning Map to Designate the Properties Located at 6468 Washington Street (APN 910-011-507) and 6424 Washington Street (APN 910-011-474) with the Senior Mobile Home Park Overlay (-S).

A motion was made by Council Member Dorenbecher, seconded by Council Member Mohler to Adopt the modified Agenda. The motion carried by the following roll call vote:

**AYES:** 5; Mayor Dunbar, Vice Mayor Dorman, Council Member Mohler, Council Member Dorenbecher, Council Member Knight

**NOES:** 0

**ABSTAIN:** 0

**5. PROCLAMATIONS AND RECOGNITIONS**

**A.** Recognition of Sandra Liston, Planning & Building Director, on her upcoming retirement.

Proclamation in Recognition of Sandra Liston continued to the October 5, 2021 Town Council meeting.

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

None.

## 7. **CONSENT CALENDAR**

- A.** Second Reading and Adoption of Ordinance 21-501 Amending Titles 6 (Animals), 12 (Streets, Sidewalks, Public Places and Parks), 15 (Buildings and Construction), 16 (Subdivisions), and 17 (Zoning), and Repealing Title 18 (Design Standards) of the Yountville Municipal Code.

Item 7-A continued to the October 5, 2021 Town Council Meeting.

- B.** Adopt Resolution Number 21-4073 Approving the Town of Yountville's Designees for the California Governor's Office of Emergency Services (Cal OES) Designation of Applicant's Agent for Non-State Agencies Form (OES Form 130).
- C.** NVTID-Yountville Annual Work Plan for Tourism Improvement District Assessment Fund 22 (1015).
- D.** Adopt Resolution Number 21-4074 Approving Professional Service Agreement with BPR to provide contracted plan check, building inspection, and building official services, and optional code enforcement, technology consulting, and IT support, in the amount of \$125,000.
- E.** Adopt Resolution Number 21-4075 Authorizing a budget adjustment from Fund 50 Fund Balance to MT-3022 in the amount of \$113,000, Award the contract for the Washington Street South Street Rehabilitation Project, MT-3022, to Maggiora & Ghilotti Inc. of San Rafael for \$607,607 and Authorizing the Town Manager to execute a construction contract, change orders and amendments up to the revised MT-3022 budgeted amount.
- F.** Approve minutes of the special meeting held April 6, 2021.

A motion was made by Council Member Mohler, seconded by Vice Mayor Dorman to Approve the Consent Calendar as modified. The motion carried by the following roll call vote:

**AYES:** 5; Mayor Dunbar, Vice Mayor Dorman, Council Member Mohler, Council Member Dorenbecher, Council Member Knight

**NOES:** 0

**ABSTAIN:** 0

## 8. **PUBLIC HEARINGS**

- A.** MUNICIPAL CODE UPDATE – ZONING AND DESIGN ORDINANCE (ZODO)  
Introduce and Waive First Reading of Ordinance Number 21-502 Amending the Yountville Municipal Code to Amend the Zoning Map to Designate the Properties Located at 6468 Washington Street (APN 910-011-507) and 6424 Washington Street (APN 910-011-474) with the Senior Mobile Home Park Overlay (-S).

This item has been continued to the October 5, 2021 Town Council Meeting.

## 9. **ADMINISTRATIVE / REGULAR ITEMS**

- A.** Consider Adoption of Resolution Number 21-4076 Authorizing the Town Manager on Behalf of the Town to Exercise an Option to Purchase the Real Property Located at 6631 Oak Leaf Court in Yountville, California to retain as deed restricted affordable housing.

Steve Rogers, Town Manager, presented staff report.

Public Comment – None

The Town Council discussed and took the following action:

A motion was made by Council Member Knight, seconded by Council Member Mohler to Adopt the Resolution. The motion carried by the following roll call vote:

**AYES:** 5; Mayor Dunbar, Vice Mayor Dorman, Council Member Mohler, Council Member Dorenbecher, Council Member Knight

**NOES:** 0

**ABSTAIN:** 0

- B.** Discussion and possible direction regarding the potential to allow phone-in public comments during Town Council meetings and review of current staffing allocation.

Michelle Dahme, Town Clerk, presented staff report.

Public Comment – None

Following Town Council discussion, the Council directed staff to set up Zoom's Webinar feature for future Town Council meetings to adhere to Brown Act Amendment AB 361. Council also directed staff to bring to the November or December meeting a workable plan to have live, voice, and/or video meetings for when the Council returns to in-person meetings. The Council also requested to include all Boards and Commissions as part of the workable plan and a cost analysis and evaluation of the impact of adding new staff to help run potential future meetings.

## **10. STAFF INFORMATIONAL REPORTS**

- A.** Update on COVID-19 situation in Napa County

Steve Rogers, Town Manager, presented staff informational report.

Town Council requested that this item be brought back to the October 5, 2021 meeting as an Administrative Item for further discussion.

- B.** Monthly Financial Reports for July and August 2021

Kyle Batista, Financial Analyst, presented staff informational report.

- C.** Water Conservation Update for August 2021

John Ferons, Public Works Director, presented informational staff report.

- D.** Capital Improvement Project WW-0021 Sanitary Sewer Sliplining Project Update

John Ferons, Public Works Director, presented informational staff report.

## **11. COUNCIL MEETING REPORTS, COMMENTS AND AGENDA ITEM REQUESTS**

Agendas and Minutes related to Council Members meeting attendance are maintained separately by the various meeting bodies.

- A.** Napa County Flood Control & Water Conservation District (Dunbar/Dorman)

Next meeting is October 5, 2021.

- B.** Napa Valley Transportation Authority (NVTA) (Dunbar, Dorman, Mohler, Knight)

Vice Mayor Kerri Dorman reported on the NVTA retreat Mayor Dunbar and Vice Mayor Dorman attended on September 15, 2021.

**C. Upper Valley Waste Management Authority (Mohler/Dorman)**

Council Mohler reported Upper Valley Waste Management Authority had its first in-person meeting in 18 months. The Authority discussed on the leftover funds from the JPA.

**D. Climate Action Committee (Dunbar/Dorenbecher)**

Mayor Dunbar informed the next meeting is canceled and will not meet until November.

**E. Cal Cities Update (Dunbar/Dorman/Mohler/Dorenbecher)**

Council Member Dorenbecher provided report from the Revenue and Taxation Policy Committee.

Mayor Dunbar reported that members of Cal Cities discussed the multiple bills signed by Governor Newsom.

**F. Council Ad Hoc and Standing Committee Reports (All Council)**

No report.

**G. Reports and Announcements**

Council Member Eric Knight requested the Town Council consider a discussion on potentially creating a Veterans Home Ad Hoc Committee in a future meeting.

Vice Mayor Kerri Dorman informed the Council she would bring to the October 5, 2021 meeting a request to explore the possibility of creating a Community Economic Committee. More details to be shared at the next meeting.

Mayor John Dunbar shared information on the Walk to End Alzheimer's that took place in Yountville.

Samantha Holland, Parks and Recreation Director, informed Council that the 44<sup>th</sup> Art Sip and Stroll will take place on October 2, 2021.

Mayor Dunbar recognized the Parks and Recreation staff for all the events they have hosted in 2021.

**12. CLOSED SESSION - NONE**

**13. ADJOURNMENT**

A motion was made by Council Member Mohler, seconded by Council Member Dorenbecher to Adjourn to the Town Council Regular Meeting Tuesday, October 5, 2021 at 3:00 p.m. being held by remote Teleconference. The motion carried by the following roll call vote:

**AYES:** 5; Mayor Dunbar, Vice Mayor Dorman, Council Member Mohler, Council Member Dorenbecher, Council Member Knight

**NOES:** 0

**ABSTAIN:** 0

Eddy Gomez

Eddy Gomez, Deputy Town Clerk  
Date Approved: April 5, 2022