



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

Agenda Item #: {{section.number}}E

Yountville Town Council Staff Report

DATE: July 19, 2022

TO: Mayor and Town Council

FROM: Eddy Gomez, Town Clerk

PREPARED BY: Eddy Gomez, Town Clerk

SUBJECT:

Appoint three (3) individuals to serve on the Zoning & Design Review Board with the terms of office to commence July 20, 2022 and expire on July 19, 2025.

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 May 25, 2022, in the designated Town locations including the Town's website. At the conclusion of the filing period, the Town received four (4) application for three (3) positions. Two (2) applications were received from incumbent members Kimberly Cook and Michael Zagorzek and two (2) from new applicants Eric Graham and Jeri Hansen.

Town Council conducted Applicant interviews during a Special Meeting held on July 12, 2022, via teleconference. Eric Graham's application was withdrawn was unable to participate in the interviews due to technical issues with video and audio. Following the interviews, Council submitted their vote tallies to the Town Clerk who compiled the results.

Town Council Protocols state that Council makes appointments by interview and ballot process with a motion to confirm appointments. Based on the results, staff is requesting Council reappoint incumbent members Kimberly Cook and Michael Zagorsek and appoint new applicant Jeri Hansen with terms of office to commence July 20, 2022 and expire July 19, 2025.

ENVIRONMENTAL REVIEW

Not Applicable

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. ZDRB is a volunteer Board that assists the Town Council with its goals and objectives to manage community development; provide for orderly development by well-planned and compatible land uses; maintain a high-quality design aesthetic in our built environment; create conditions for economic vitality; provide an adequate and diverse supply of housing, and conserve natural and cultural resources.

RECOMMENDATION

Reappoint incumbent members Kimberly Cook and Michael Zagorsek and appoint applicant Jeri Hansen with terms of office to commence July 20, 2022 and expire July 19, 2025.