

Town of Yountville

6550 Yount Street
Yountville, CA 94599



Town of Yountville

"The Heart of the Napa Valley"

Meeting Agenda - Final

Tuesday, March 7, 2017

6:00 PM

Town Hall Council Chambers

Town Council

Mayor John Dunbar
Vice Mayor Marita Dorenbecher
Council Member Margie Mohler
Council Member Jeffrey Durham
Council Member Kerri Dorman

1. CALL TO ORDER; CONVENE REGULAR MEETING - 6:00 P.M.**2. ROLL CALL****3. PLEDGE OF ALLEGIANCE****4. ADOPTION OF AGENDA****5. PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA**

Individuals will be limited to a five-minute presentation. No action will be taken by the Council as a result of any item presented at this time.

6. CONSENT CALENDAR

- A. [17-1069](#) Approve minutes of the meeting held February 21, 2017.

Attachments: [February 21, 2017 Minutes](#)

7. PRESENTATIONS

- A. [17-1086](#) Presentation of the Yountville Arts Commission Annual Report.
- B. [17-1087](#) Presentation of the Parks & Recreation Advisory Commission Annual Report.

8. PUBLIC HEARINGS - NONE**9. ADMINISTRATIVE / REGULAR ITEMS**

- A. [17-1121](#) HOUSING ELEMENT PROGRESS REPORT
Consider Adoption of Resolution Number 17-3394 Approving and authorizing staff to submit the 2016 Housing Element Progress Report to the State of California Department of Housing and Community Development (HCD).

Attachments: [Resolution](#)
[2016 Annual Report](#)

10. STAFF INFORMATIONAL REPORTS

- A. [16-854](#) Update on the Town of Yountville Community Foundation.

11. COUNCIL MEETING REPORTS, COMMENTS AND AGENDA ITEM REQUESTS

- A. Napa County Flood Control & Water Conservation District
(Dunbar/Dorenbecher)
- B. Napa Valley Transportation Authority (NVTa) (Dunbar, Dorman, Mohler,
Durham)
- C. Upper Valley Waste Management Authority (Mohler/Durham)
- D. Reports and Announcements

12. CLOSED SESSION

- A. [17-1108](#) PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Pursuant to Government Code Section 54957.6)

Title: Town Manager

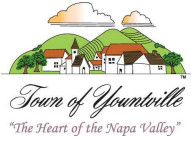
13. ADJOURNMENT

Adjourn to the Town Council Regular Meeting Tuesday, March 21, 2016 at 6:00 p.m. being held in Town Council Chambers located at 6550 Yount Street, Yountville.

I certify that a copy of this Town Council Agenda was posted at a location freely-accessible to the public at Yountville Town Hall, 6550 Yount Street within the Town of Yountville, the Friday before the meeting.

/s/ Michelle Dahme

Michelle Dahme, Town Clerk



Staff Report

File #: 17-1069, **Version:** 1

Yountville Town Council Staff Report

DATE: March 7, 2017

TO: Mayor and Town Council

FROM: Michelle Dahme, Town Clerk

TITLE

Approve minutes of the meeting held February 21, 2017.

DISCUSSION/BACKGROUND

Staff requests approval of the minutes of the meeting held February 21, 2017.

ENVIRONMENTAL REVIEW

Exempt per California Environmental Act (CEQA) Guideline, Section 15061(b)(3)

FISCAL IMPACT

Is there a Fiscal Impact? N/A

Is it Currently Budgeted? N/A

Where is it Budgeted? N/A

Is it Mandatory or Discretionary? Mandatory

Is there a Staff Resource Impact? Nominal

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Indirectly

If yes, Identify Strategic Goal and Objective. 1.0 Leadership; 1.3 Administrative Management

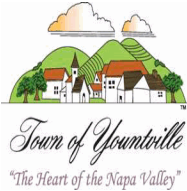
Briefly Explain Relationship to Strategic Plan Goal and Objective. Minutes are required to ensure the Legislative History of Town Council actions is maintained.

ALTERNATIVES

N/A

RECOMMENDATION

Approve minutes of the meeting held February 21, 2017.



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Meeting Minutes - Draft

Town Council

Mayor John Dunbar
Vice Mayor Marita Dorenbecher
Council Member Margie Mohler
Council Member Jeffrey Durham
Council Member Kerri Dorman

Tuesday, February 21, 2017

6:00 PM

Town Hall Council Chambers

Special Meeting at 5:30 P.M.

1. CALL TO ORDER; CONVENE SPECIAL MEETING - 5:30 P.M.

Mayor Dunbar called the special meeting to order at 5:30 p.m.

2. BOARD / COMMITTEE / COMMISSION APPLICANT INTERVIEW

A. [17-1120](#) Napa County Local Food Advisory Council - Yountville Representative

The Town Council interviewed the following Applicant: Elizabeth Palmer

3. CALL TO ORDER; CONVENE REGULAR MEETING - 6:00 P.M.

Mayor Dunbar convened the regular meeting at 6:00 p.m.

4 ROLL CALL

Present: 5 - Mayor John Dunbar, Council Member Margie Mohler, Vice Mayor Marita Dorenbecher, Council Member Jeffrey Durham, and Council Member Kerri Dorman

5. PLEDGE OF ALLEGIANCE

The pledge of allegiance was held.

6. ADOPTION OF AGENDA

A motion was made by Council Member Durham, seconded by Council Member Dorman to Adopt the Agenda. The motion carried by the following vote:

Aye: 5 - Mayor Dunbar, Council Member Mohler, Vice Mayor Dorenbecher, Council Member Durham, and Council Member Dorman

7. PROCLAMATIONS AND RECOGNITIONS

A. [17-1109](#) Recognition of Gary Lieberstein, District Attorney of the County of Napa, for his 31 years of service.

Mayor Dunbar presented Certificate of Appreciation to Gary Lieberstein.

- B.** [17-1118](#) Proclamation recognizing Team USA for receiving the Bocuse d'Or gold medal.

Mayor Dunbar presented Proclamation to Chef Thomas Keller, Head Chef Mathew Peters and Chef Commis Harrison Turone.

8. PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA

Debbie Welborn expressed concern regarding the Town's proposed plan to lease Town property to businesses for their employee parking so that the businesses can expand their operational capacity. The pieces of land the Town is considering leasing include the land south of Veterans Park and the west side of Yountville Community Park. Ms. Welborn stated these areas are public spaces and should be kept as public spaces and should not be leased out to private businesses.

Pam Reeves commented she concurs with Ms. Welborn's comments and agrees using public land to address private business concerns is not appropriate. Ms. Reeves requested more lead time to provide public comment on proposed projects and would like to see more workshop style meetings to provide comments for projects (similar to what is happening with Envision Yountville). In addition, Ms. Welborn requested the agenda publication coincide with publication of the Yountville Sun and requested more clear agenda titles be used.

Eric Knight, commented regarding proposed parking agreement that could run 15 to 50 years and stated it seems the time period to commit public lands is too long when it seems like the parking management program is in a pilot program stage. Mr. Knight requested Council consider his comments and requested the item be brought back for public discussion.

Mr. Knight also commented on the Town of Yountville LAFCO Application, which includes the Town asking LAFCO to support the Town's application to consider a study area for the Town to change its Sphere of Influence (SOI) to include portions of the Domaine Chandon property, and advised the public comment period ends on March 3, 2017. Mr. Knight further commented that it is a complex issue and he would like more public discussion on these types of issues which speaks to the importance of transparency and to do more public discussion regarding this issue.

In summary Mr. Knight requested more public discussion regarding the proposed parking agreement with RH and Hotel Yountville and the LAFCO SOI issues.

Mayor Dunbar commented if it is possible after the LAFCO comment period closes to bring the Draft SOI Report to a Council Meeting in March.

Steve Rogers, Town Manager, responded briefly to comments regarding the LAFCO item and stated some members of the public may remember that there was a fairly extensive discussion with direction provided by Council to move

forward with the Domaine Chandon Sphere of Influence and noted the meeting was held at the Community Center a couple of years ago.

Town Manager Rogers commented LAFCO is required to do a Municipal Service Review every five years. The intent of the review is to look at corporate boundaries, whether or not the community is economically viable/sustainable and a variety of other factors. Town Manager Rogers further commented back in 1990 the Town agreed to serve wastewater treatment to Domaine Chandon in exchange for Domaine to not take out 4 to 5 acres of grapes and at the time the area was to be annexed to the Town, but subsequently did not occur. The Town Council is simply trying to rectify that and is only looking at the ability to discuss the SOI for the urban area not the agriculture area.

The Town Manager encouraged the public to review the Sphere of Influence Report and to contact him or Sandra Liston, Planning Director with any questions.

Town Managers commented on the parking agreement and provided clarification that the Town Council, after almost 6 months of discussion, in April of 2016 actually approved on a 5-0 vote the parking lease agreement for Hotel Yountville. The Town Manager further commented that the parking lease is not a new item and the discussions occurred in a very public process. In addition, the Town Manager thinks it is important to frame a community conversation regarding parking and where parking is located because over the past 7 years the Town Council has asked staff to be more innovative and creative in trying to be a partner in solving the parking problem and that means taking a look at our assets, property and right-of-way.

Town Manager Rogers proposes a more extended overview to show how the Town is trying to approach parking on a more comprehensive approach. The goal of the Town Council is to minimize the parking in the residential areas.

9. CONSENT CALENDAR

- A. [17-1111](#) Second Reading and Adoption of Ordinance Number 17-458 Amending the Yountville Municipal Code Section Regarding Open Space and Floor Area Ratio Requirements and Definitions.

Attachments: [Ordinance](#)

Vice Mayor Dorenbecher requested this item be pulled from the Consent Calendar for discussion.

Public Comment Held

The following individuals spoke on the item: Salice Bedolla and Pam Reeves.

A motion was made by Mayor Dunbar, seconded by Council Member Mohler to adopt the Ordinance. The motion carried by the following vote:

- B. [16-884](#) Adopt Resolution Number 17-3391 Authorizing the Filing of a Notice of Completion and accepting the work for the 2016 Yountville Cross Road Reconstruction Project ST-0015 performed by Argonaut Constructors.

Attachments: [Resolution](#)
[Notice of Completion](#)

Public Comment - None

A motion was made by Council Member Mohler, seconded by Council Member Durham to adopt the Resolution. The motion carried by the following vote:

Aye: 5 - Mayor Dunbar, Council Member Mohler, Vice Mayor Dorenbecher, Council Member Durham, and Council Member Dorman

- C. [16-833](#) Adopt Resolution Number 17-3392 Approving and Adopting Plans and Specifications and Authorizing Staff to Advertise for Construction Bids for the Hopper Creek Bridge Barrier Project (ST-0006).

Attachments: [Resolution](#)
[Plans and Specifications](#)

Eric Knight requested his item be pulled from the Consent Calendar for discussion.

Joe Tagliaboschi, Public Works Director, presented staff report.

Public Comment Held

The following individuals spoke on the item: Eric Knight and Pam Reeves.

A motion was made by Council Member Mohler, seconded by Council Member Durham to adopt the Resolution. The motion carried by the following vote:

- D. [17-1068](#) Approve minutes of the meeting held February 7, 2017.

Attachments: [February 7, 2017 Minutes](#)

Michelle Dahme, Town Clerk, advised of correction to the February 7, 2017 Town Minutes under Agenda item 6 to reflect Vice Mayor Dorenbecher as the seconder of the motion (rather than Council Member Dorman).

A motion was made by Council Member Mohler, seconded by Vice Mayor Dorenbecher to approve the Minutes. The motion carried by the following vote:

Aye: 5 - Mayor Dunbar, Council Member Mohler, Vice Mayor Dorenbecher, Council Member Durham, and Council Member Dorman

10. PRESENTATIONS - NONE

11. PUBLIC HEARINGS - NONE**12. ADMINISTRATIVE / REGULAR ITEMS**

- A. [17-1082](#) VAN DE LEUR FENCE REPLACEMENT PROJECT
Discussion and possible direction regarding Van de Leur Fence Replacement Project.

Attachments: [Picket Fence Option](#)
 [Wire and Wood Framed Fence Option](#)
 [No Fence Option](#)

Joe Tagliaboschi, Public Works Director, presented staff report.

Public Comment - None

Following Town Council discussion, the Town Council unanimously supported the "No Fence" Option presented in the staff report.

A motion was made by Council Member Mohler, seconded by Council Member Dorman to approve the "No Fence" Option. The motion carried by the following vote:

Aye: 5 - Mayor Dunbar, Council Member Mohler, Vice Mayor Dorenbecher, Council Member Durham, and Council Member Dorman

- B. [17-1039](#) CAPITAL IMPROVEMENT PROGRAM
Review and Discuss the Town's Five-Year Capital Improvement Program for Fiscal Years 2017 - 2018 through 2021 - 2022.

Attachments: [Capital Improvement Program \(CIP\) 5 Year Summary](#)
 [Capital Improvements Program \(CIP\) 5 Year Plan FY 2017-18 - FY 2021-22](#)
 [Capital Improvements Program \(CIP\) FY 2017-18](#)

Joe Tagliaboschi, Public Works Director, presented staff report.

Public Comment Held

The following individuals spoke on the item: Kim Cook and Pam Reeves.

Following Town Council discussion, Council provided unanimous direction to staff to proceed with the Capital Improvement Program, as presented.

- C. [17-1031](#) FISCAL YEAR 2017-18 BUDGET PARAMETERS AND KEY ASSUMPTIONS
Discussion and possible direction regarding the Town's Fiscal Year 2017-18 Budget Parameters and Key Assumptions and Set Town Council Special Meeting Dates for May 10, 2017 at 1:30 p.m. and May

22, 2017 at 1:00 p.m. to conduct Budget Work Sessions for the 2017-2018 Fiscal Year.

Attachments: [2017-18 Budget Parameters and Key Assumptions](#)

Maria Ojeda, Finance Director, and Steve Rogers, Town Manager, presented staff report.

Public Comment - None

Council Member Durham requested Star Report (Trend Report) to assist with developing revenue projections.

Council Member Mohler requested staff look into options for the water enterprise funds.

Following Town Council discussion, Council unanimously supported proceeding with the Budget Parameters and Key Assumptions, as presented in the staff report.

A motion was made by Vice Mayor Dorenbecher, seconded by Council Member Dorman to set Town Council Special Meeting Dates for May 10, 2017 at 1:30 p.m. and May 22, 2017 at 1:00 p.m. to conduct Budget Work Sessions for the 2017-2018 Fiscal Year. The motion carried by the following vote:

Aye: 5 - Mayor Dunbar, Council Member Mohler, Vice Mayor Dorenbecher, Council Member Durham, and Council Member Dorman

- D.** [17-1084](#) **NAPA COUNTY LOCAL FOOD ADVISORY COUNCIL - YOUNTVILLE REPRESENTATIVE**
Consider appointment of one (1) Yountville Representative to serve on the Napa County Local Food Advisory Council with the term of office to expire February 1, 2021.

Attachments: [Elizabeth Palmer Application - Redacted](#)

Michelle Dahme, Town Clerk, presented staff report.

Public Comment - None

A motion was made by Council Member Durham, seconded by Council Member Dorman to appoint Elizabeth Palmer as the Yountville Representative to serve on the Napa County Local Food Advisory Council with the term of office to expire February 1, 2021. The motion carried by the following vote:

Aye: 5 - Mayor Dunbar, Council Member Mohler, Vice Mayor Dorenbecher, Council Member Durham, and Council Member Dorman

13. STAFF INFORMATIONAL REPORTS

A. [17-1113](#) General Plan Update

Sandra Liston, Planning Director, presented Envision Yountville Update.

14. 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/Dorenbecher)

Mayor Dunbar reported on District meeting.

B. Napa Valley Transportation Authority (NVTa) (Dunbar, Mohler, Durham)

Mayor Dunbar reported on Authority meeting.

C. Upper Valley Waste Management Authority (Mohler/Durham)

Council Member Mohler advised the Authority will be meeting next Monday.

D. Reports and Announcements

Mayor Dunbar reported on the following:

Presented Proclamation recognizing February as Black History Month at the Veterans Home.

Reminded everyone that "Yountville Live", which includes the Taste of Yountville, is coming up March 16-19, 2017, and tickets are available at YountvilleLive.com.

Attended a Tug McGraw Foundation event which included a retired Admiral and his wife and a retired Navy SEAL. The retired Admiral and former SEAL have co-founded an elite performance institute in Virginia Beach for military and are now extending it to civilian athletes from high school up to professional level athletes. They had high school kids from the Napa Valley come listen to the retired Admiral and former SEAL regarding a discussion about performance, nutrition, and wellness.

Will be going to Lodi to attend the League of California Cities Executive Board Retreat.

15. CLOSED SESSION**A. [17-1107](#) CONFERENCE WITH REAL PROPERTY NEGOTIATOR
(Pursuant to Government Code Section 54956.8)**

Property Address: Undeveloped area west of the Yountville Community Park fence along Washington Street
Agency Negotiator: Steve Rogers, Town Manager

Negotiating Parties: RH Properties (RH Office, RH Wine Vault and RH Gallery)

Under Negotiation: Terms of Payment and Price

**B. [17-1112](#) CONFERENCE WITH REAL PROPERTY NEGOTIATOR
(Pursuant to Government Code Section 54956.8)**

Property Address: Parcel south of and adjacent to Veterans Memorial Park on South Washington Street.

Agency Negotiator: Steve Rogers, Town Manager

Negotiating Parties: Ashford Hospitality Prime

Under Negotiation: Terms of Payment and Price

Closed Sessions Held - No Reports

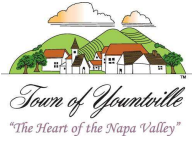
16. ADJOURNMENT

Adjourned to the Town Council Regular Meeting Tuesday, March 7, 2017 at 6:00 p.m. being held in Town Council Chambers located at 6550 Yount Street, Yountville.

ATTEST:

Michelle Dahme
Town Clerk

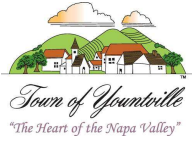
Date Approved: March 7, 2017



Staff Report

File #: 17-1086, Version: 1

Presentation of the Yountville Arts Commission Annual Report.



Staff Report

File #: 17-1087, Version: 1

Presentation of the Parks & Recreation Advisory Commission Annual Report.



Staff Report

File #: 17-1121, **Version:** 1

Yountville Town Council Staff Report

DATE: March 7, 2017
TO: Mayor and Town Council
FROM: Sandra Liston, Planning & Building Director

TITLE

Consider Adoption of Resolution Number 17-3394 Approving and authorizing staff to submit the 2016 Housing Element Progress Report to the State of California Department of Housing and Community Development (HCD).

DISCUSSION/BACKGROUND

Pursuant to California State law, each jurisdiction is required to prepare an annual report for presentation to its legislative body on the status and progress in implementing the housing element of the general plan. The annual report, known as the Annual Housing Element Progress Report, is to be submitted to the State of California Department of Housing and Community Development (HCD) by April 1.

The Town Council adopted Resolution 15-011 approving the Yountville Housing Element on January 20, 2015 for the planning period of 2015 through 2023. This report provides a summary of housing program implementation for the 2016 calendar year.

The report identifies the number of permits issued by affordability. In general, the report shows that the Town is on target in meeting its regional housing needs allocation numbers overall. However, the issuance of permits for very-low, low, and moderate income units remains a goal. The report also demonstrates that the Town has made progress toward implementing the goals and objectives of the Town's Housing Element.

The purpose of this meeting is for the Town Council to accept the report and authorize its transmission to HCD in order to satisfy legislative requirements.

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? Mandatory
Is there a Staff Resource Impact? No

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. 2.0 Community Character; 2.1 Maintaining and Enhancing the Appearance of Yountville

Briefly Explain Relationship to Strategic Plan Goal and Objective. Transmission of the Annual Housing Element Progress Report to HCD is in accordance with State law and is important in implementing the goals and policies of the General Plan.

ALTERNATIVES

Approve and authorize staff to submit the Report to the office of HCD.

RECOMMENDATION

Receive staff report and direct questions to staff.

Receive public comment.

Conduct Council discussion on proposed Resolution.

Adopt Resolution Number 17-3394 Approving and authorizing staff to submit the 2016 Housing Element Progress Report to the State of California Department of Housing and Community Development (HCD).

Town of Yountville

Resolution Number 17-3394

Approve and authorize staff to submit the 2016 Annual Housing Element Progress Report to the State of California Department of Housing and Community Development.

Recitals

- A. Section 65400 of the California Government Code requires the Town file an annual report that addresses the status of the General Plan Housing Element and details progress toward implementing its goals and policies.
- B. On January 20, 2015, the Town Council adopted Resolution 15-011 approving the Yountville General Plan Housing Element for the planning period of 2015 through 2023.
- C. The annual report accurately reflects the Town's progress in implementing the goals and policies of the Housing Element.
- D. The annual report is exempt from environmental review per California Environmental Act (CEQA) Guidelines, Section 15061(b)(3).
- E. On March 7, 2017, the Town Council held a public meeting and reviewed the annual report.

Now therefore, the Town Council of the Town of Yountville does resolve as follows:

- 1. The Town Council approves the annual report and finds that it accurately reflects the Town's progress in implementing the Housing Element.
- 2. The Town Council authorizes staff to submit the attached annual report for 2016 to the State of California Department of Housing and Community Development.
- 3. The Resolution is hereby adopted and becomes effective and in full force immediately upon adoption.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Yountville, State of California, held on this 7th day of March, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John F. Dunbar, Mayor

ATTEST:

Michelle Dahme
Town Clerk

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Town of Yountville

Reporting Period 1/1/2016 - 12/31/2016

Table A

Annual Building Activity Report Summary - New Construction Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information							Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions		
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income			See Instructions	See Instructions	
(9) Total of Moderate and Above Moderate from Table A3 ▶ ▶			0	2	2						
(10) Total by income Table A/A3 ▶ ▶						2	2				
(11) Total Extremely Low-Income Units*											

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Town of Yountville

Reporting Period 1/1/2016 - 12/31/2016

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate						0	
No. of Units Permitted for Above Moderate	1			1		2	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Town of Yountville

Reporting Period 1/1/2016 - 12/31/2016

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.													
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	4											4
	Non-deed restricted												
Low	Deed Restricted	2											2
	Non-deed restricted												
Moderate	Deed Restricted	3											3
	Non-deed restricted												
Above Moderate		8	2	2								4	4
Total RHNA by COG. Enter allocation number:		17	2	2								4	13
Total Units ► ► ►													
Remaining Need for RHNA Period ► ► ► ► ►													

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Town of Yountville

Reporting Period 1/1/2016 - 12/31/2016

Table C

Program Implementation Status

Program Description (By Housing Element Program Names)		Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.	
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
1. Continue to create a range of use types in the mixed residential (RM) zoning district	Achieve single-family residential and multi-family development.	Ongoing	Ongoing, implemented as projects are proposed.
2. Retain Zoning Ordinance provisions limiting single-family lot sizes and residence sizes.	Keep house sizes relatively small with incentive for increased size upon providing affordable housing units.	Ongoing	Ongoing, implemented as projects are proposed.
3. Continue to review the design of proposed multi-family development.	Streamline the process to approve affordable housing projects.	Ongoing	Ongoing, implemented as projects are proposed.
4. Continue to implement the Town's inclusionary housing program; consider modifications to provide greater flexibility in the payment of in-lieu fees; add a minimum length of term requirement on affordable units.	Obtain affordable housing and funding for affordable housing.	Ongoing	Ongoing, implemented as projects are proposed. In 2010 the Town obtained 27 new affordable housing units, in 2011 obtained 25 new affordable housing units, in 2013 obtained 2 new affordable housing units, and in 2014 obtained 4 new affordable housing units. In 2016, approved commercial projects resulted in assessment of \$156,000 in fair-share housing fees.
5. Continue to retain the current Agricultural (A) zoning on the Pelissa property.	Maintain an appropriate buffer between the urban uses in the Town and the agricultural uses in the County.	Ongoing	Ongoing.
6. Continue to ensure adequate water capacity for new residential projects.	Ensure adequate water to supply all new growth.	Ongoing	Ongoing, review capacity as new projects are proposed. Adopted Climate Action Plan in September with policies to reduce water use.
7. Continue to allow the flexibility to align new streets to better accommodate preferred designs.	Provide flexibility for better design.	Ongoing	Ongoing, implemented as projects are proposed.
8. Maintain an inventory of sites available and appropriate for residential development for households at all income levels.	Evaluate the availability of sites appropriate for lower-income housing and rezone sufficient sites to accommodate RHNA, if necessary.	Ongoing	Ongoing, implemented as projects are proposed.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Town of Yountville

Reporting Period 1/1/2016 - 12/31/2016

9. Continue to allow design flexibility and encourage a variety of home designs in the Town's Design Ordinance.	Provide flexibility in developing the building envelope.	Ongoing	Ongoing, implemented as projects are proposed.
10. Continue to allow the construction of single-family dwellings on lots as small as 4,000 square feet.	Achieve housing units.	Ongoing	Ongoing, implemented as projects are proposed.
11. Continue to allow live/work units in commercial zones.	Achieve variety in housing types.	Ongoing	Ongoing, implemented as projects are proposed.
12. Continue to offer a density bonus to encourage construction of affordable housing.	Achieve affordable housing units.	Ongoing	Ongoing.
13. Continue to implement the Affordable Housing Overlay Zone.	Provide affordable housing.	Ongoing	Ongoing.
14. Continue to provide information regarding the Town's second unit regulations.	Facilitate development of second units.	Ongoing	Ongoing, review potential revisions annually. Adopted an urgency ordinance in December amending the Municipal Code to conform to State statutorily mandated second unit ordinance requirements.
15. Continue to implement the Town's Local Preference Policy for affordable housing sales and rentals.	Give priority opportunities to Town residents and employees.	Ongoing	Ongoing, implemented as affordable housing units become available.
16. Continue to coordinate with Housing Authority of City of Napa and Napa Valley Community Housing to administer and monitor affordable housing in the Town.	Retain affordable housing units.	Ongoing	Ongoing, meet annually to discuss affordable housing administration and monitoring. Received HACN annual report in January.
17. Continue to pursue opportunities to create affordable housing with Napa Valley Community Housing.	Provide additional housing units.	Annually	Provide site information and apply for funding, or as needed.
18. Contribute funding from the Town's Housing Opportunity Fund.	Create or assist with the provision of affordable housing.	Annually	Develop a priority list for use of Housing Opportunity funds, or consider funding proposals as they are received.
19. Review Permit fees and processes to minimize costs to construct affordable housing units.	Reduce the per-unit cost of multi-family development.	Annually	Review fees and modify/waive fees on a project-by-project basis.
20. Maintain standards for residential development in commercial zones.	Provide opportunities for residential units in commercial zones.	Ongoing	Ongoing, implemented as projects are proposed.
21. Where conversion of residentially zoned land to commercial uses is permitted, require provisions for adequate affordable housing to compensate for the loss of residential units.	Achieve affordable housing units.	Ongoing	Ongoing.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

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22. Maintain information about vacant parcels at Town Hall.	Provide info on the Town's review process, regulations and standards, and fees.	Ongoing	Ongoing.
23. Continue to provide information regarding second units/new affordable units and programs to assist low and mod income households.	Provide public information.	Ongoing	Ongoing, continue to make information available at Town Hall and incorporate information on the Town's website.
24. Work with Housing Authority of City of Napa to participate in assistance programs.	Provide housing assistance.	Annually	Review potential programs.
25. Continue to regulate the conversion of existing residential units to condos and prevent the conversion of housing to B&B establishments.	Maintain existing housing stock.	Ongoing	Ongoing.
26. Continue to maintain the Town's mobile home park (MHP) zoning.	Maintain mobile homes.	Ongoing	Ongoing.
27. Continue to require the preservation or replacement of existing affordable housing units that may be lost due to new construction.	Prevent the loss of existing affordable housing units.	Ongoing	Ongoing.
28. Work with the Housing Authority of City of Napa to use HOME and Housing Opportunity Funds to support housing rehabilitation efforts.	Improve existing housing stock.	Ongoing	In May, the Town adopted resolution approving policy guidelines for HOME and CalHOME Owner Occupied Rehabilitation Programs. By end of year, there were 5 completed (totalling \$72,600) and three in progress (\$70,000) HOME projects and 7 completed (\$125,900) and 3 in progress (\$37,500) CalHOME projects.
29. Work with the Veterans Home of Yountville, California Department of Veterans Affairs, and other parties to refine concepts for changes/upgrades to the Veterans Home facility, envisioned in the Facilities Master Plan.	Support upgrades and improvements to the Veterans Home facility.	Ongoing	Check in quarterly, or be available for meetings as plans are further developed.
30. Continue the Town's efforts to provide services to seniors.	Provide services to seniors.	Ongoing	Ongoing.
31. Continue to implement the Mobile Home Parks Overlay Zone.	Preserve senior housing in mobile home parks.	Ongoing	Ongoing.

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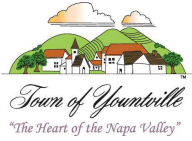
Reporting Period 1/1/2016 - 12/31/2016

32. Continue to contribute annually to local and regional housing agencies.	Assist with the provision of housing and services for special needs, including the homeless, disabled and developmentally disabled persons, and farmworkers.	Annually	Contributed \$2,400 to CANV Homeless Shelter, \$5,000 to Napa Valley Community Housing Farmworker Housing Project, and \$6,000 to Fair Housing Napa Valley.
33. Work with Napa County representative to address farmworker housing needs and coordinate the construction of farmworker housing in the community.	Address the need for farmworker housing.	Annually	Monitor as information becomes available and provide support and assistance as needed.
34. Monitor the potential closing of the Sonoma Developmental Center and coordinate with other local jurisdictions and housing/service providers.	Provide support and assistance with the relocation of former residents, as needed.	Annually	Monitor as information becomes available and provide support and assistance as needed.
35. Continue to require the planting of street trees as part of residential projects to provide cooling during the summer months.	Effort to reduce heat island effect.	Ongoing	Ongoing, implemented as projects are proposed.
36. Continue to implement CalGreen building standards and Water Efficient Landscape Standards and promote the availability of HERO program financing.	Encourage resource efficiency in residential project and promote the availability of low-cost financing for water/energy efficiency programs.	Ongoing	Ongoing, as projects are proposed. In March, joined Marin Clean Energy to implement Community Choice Aggregation. In September, adopted ordinance adding Water Efficient Landscaping Chapter to the Municipal Code.
37. Refer fair housing complaints to appropriate agencies.	Provide fair housing assistance.	Ongoing	Ongoing.
38. Provide an annual report to the California Department of Housing and Community Development.	Comply with State requirements	Annually	Develop annual report to the state outlining progress in implementing the provisions of the Housing Element.

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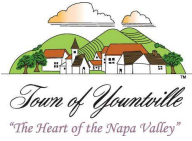
General Comments:



Staff Report

File #: 16-854, Version: 1

Verbal Update on the Town of Yountville Community Fund.



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

File #: 17-1108, Version: 1
