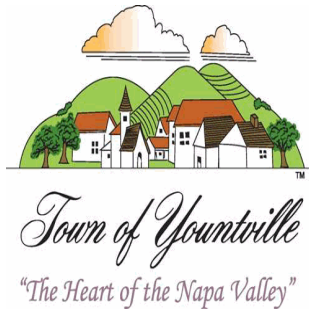


Town of Yountville

6550 Yount Street
Yountville, CA 94599



Meeting Minutes - Draft

Tuesday, April 21, 2020

6:00 PM

Special Teleconference Meeting

Town Hall Council Chambers

Town Council

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

***** IMPORTANT NOTICE: This Town Council Meeting was conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29-20 and Napa County Health Officials regarding the COVID-19 pandemic.**

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

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

2. ROLL CALL

Mayor Dunbar was present in Council Chambers. Vice Mayor Dorman and Council Members Mohler and Durham participated via remote Teleconference.

Council Member Dorenbecher was excused.

Mayor Dunbar, as part of the remote Teleconference meeting, asked each Council Member the following questions:

Are you able to hear the proceedings?
Do you have a copy of the agenda for this meeting?

Response: Each Council Member responded Yes.

Mayor Dunbar further clarified for the Teleconference process that any vote taken during the Teleconference portion of the meeting will be taken by a roll call vote from the Town Clerk.

Present: 4 - Mayor John Dunbar, Vice Mayor Kerri Dorman, Council Member Margie Mohler, and Council Member Jeffrey Durham

Excused: 1 - Council Member Marita Dorenbecher

3. PLEDGE OF ALLEGIANCE

The pledge of allegiance was held.

4. ADOPTION OF AGENDA

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

Aye: 4 - Mayor Dunbar, Vice Mayor Dorman, Council Member Mohler, and Council Member Durham

Excused: 1 - Council Member Dorenbecher

5. PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA

None Received

[20-2538](#) How to Participate during Public Comment at Town Council Meetings

During the COVID-19 Emergency Declaration.

Attachments: [Online Public Comment Participation Instructions](#)

6. CONSENT CALENDAR

- A. [20-2529](#) Receive and file Monthly Financial Report for March 2020.

Attachments: [Monthly Financial Report](#)

This Informational Report was received.

- B. [20-2539](#) Receive and file CalFire Public Safety Quarterly Report.

Attachments: [Quarterly Report](#)
[PowerPoint](#)

This Informational Report was received.

- C. [20-2540](#) Receive and file Sheriff Public Safety Quarterly Report.

Attachments: [Quarterly Report](#)
[PowerPoint](#)

This Informational Report was received.

- D. [20-2460](#) Approve minutes of the regular meeting held April 7, 2020.

Attachments: [April 7, 2020 Minutes](#)

The Minutes were approved.

Approval of the Consent Agenda

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

Aye: 4 - Mayor Dunbar, Vice Mayor Dorman, Council Member Mohler, and Council Member Durham

Excused: 1 - Council Member Dorenbecher

7. PRESENTATIONS - NONE

8. PUBLIC HEARINGS

- A. [20-2467](#) TENTATIVE PARCEL MAP
Consider Adoption of Resolution Number 20-3977 Approving a Tentative Parcel Map to subdivide an existing ±11,405 square foot parcel into two parcels consisting of a ±6,602 square-foot parcel and a

±4,803 square foot parcel located at 2 Tallent Lane (APN 036-041-032).

Attachments: [Resolution](#)
[Tentative Map](#)

John Ferons, Deputy Public Works Director, presented staff report and noted correction to dates referenced in the staff report to reflect the front parcel design review was approved January 20, 2019 and the rear parcel design review was approved in February 12, 2019.

Public Hearing Held

Ken Miller, Applicant, gave brief presentation and asked questions for clarification.

Public Comment - None

No ecomments were submitted to Council iPads and no email public comments were received at publiccomment@yville.com.

Following Town Council discussion, Council took the following action:

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

Aye: 4 - Mayor Dunbar, Vice Mayor Dorman, Council Member Mohler, and Council Member Durham

Excused: 1 - Council Member Dorenbecher

- B.** [20-2532](#) MUNICIPAL CODE AMENDMENT
Introduce and Waive the First Reading of Ordinance Number 20-497 Amending Sections 17.177.015, 17.177.020, 17.177.030, and 17.177.050 of the Yountville Municipal Code regarding the Public Art Program.

Attachments: [Ordinance - Clean](#)
[Ordinance - Red Line Version](#)
[Council Staff Report from 4-15-2016](#)

Samantha Holland, Parks & Recreation Director, presented staff report and advised of one proposed modification to the ordinance in section 17.177.030 Application adding "and maintain" back to the first sentence.

Public Hearing Held

Public Comment - None

No ecomments were submitted to Council iPads and no email public

comments were received at publiccomment@yville.com.

Following Town Council discussion, Council took the following action:

A motion was made by Vice Mayor Dorman, seconded by Council Member Durham to Introduce and Waive the Reading of the Ordinance, as amended to add "and maintain" back to the first sentence of Ordinance section 17.177.030 Application. The motion carried by the following roll call vote:

Aye: 4 - Mayor Dunbar, Vice Mayor Dorman, Council Member Mohler, and Council Member Durham

Excused: 1 - Council Member Dorenbecher

C. [20-2505](#) MUNICIPAL CODE AMENDMENTS

In an effort to not miss your public comment, please submit to publiccomment@yville.com.

Introduce and Waive the First Reading of Ordinance 20-492 Amending Chapters 17.08 Definitions, 17.16 Zoning by Land Use Designation, 17.36 PF Public Facilities, 17.48 PC Primary Commercial, and 17.52 RSC Residential-Scaled Commercial of Title 17 and Chapter 18.40 Commercial Buildings of Title 18; adding Chapter 17.82 MU Mixed Use Overlay to Title 17 and Chapter 18.42 Public Facilities Buildings and Chapter 18.46 Building Height Exceptions to Title 18 of the Yountville Municipal Code;

Introduce and Waive the First Reading of Ordinance 20-493 Amending Section 17.16.010 Zoning Map of the Yountville Municipal Code to Incorporate Reclassification of a portion of the property located at 6462 Washington Street (APN 036-090-052) from Residential-Scaled Commercial (RSC) to Planned Development (PD);

Introduce and Waive the First Reading of Ordinance 20-494 Amending Section 17.16.010 Zoning Map of the Yountville Municipal Code to Incorporate Reclassification of two vacant parcels located at the northeast corner of the intersection of Jefferson and Humboldt Streets (APNs 036-054-022 and 03-054-023) from Old Town Historic (H) to Residential-Scaled Commercial (RSC);

Introduce and Waive the First Reading of Ordinance 20-495 Amending Section 17.16.010 Zoning Map of the Yountville Municipal Code to incorporate the Creekside (C) Overlay District, the Gateway (G) Overlay District, and to reclassify the properties located at 6644, 6670, 6690, 6702, 6706 and 6712 Washington Street (APNs 036-035-009,

036-035-018, 036-035-014, 036-034-008, 036-034-009 and 036-034-001) to include the Mixed Use (MU) Overlay District;

Introduce and Waive the First Reading of Ordinance 20-496 Amending Section 17.16.010 Zoning Map of the Yountville Municipal Code to Prezone a portion of the Property Located at 1 California Drive (APN 034-140-022) to Primary Commercial (PC); and

Adopt Resolution Number 20-3978 Adopting a Definition of Substantial Community Benefit to Guide the Decision-Making in Considering Requests for the Height Bonus as Allowed in Sections 17.36.025 and 17.48.040 of the Yountville Municipal Code.

Attachments: [Ordinance 1 \(20-492\)](#)
[Ordinance 2 \(20-493\)](#)
[Ordinance 2 \(20-493\) Exhibit](#)
[Ordinance 3 \(20-494\)](#)
[Ordinance 3 \(20-494\) Exhibit](#)
[Ordinance 4 \(20-495\)](#)
[Ordinance 5 \(20-496\)](#)
[Ordinance 5 \(20-496\) Exhibit](#)
[Exhibit A Draft Zoning Map](#)
[Resolution](#)
[Red-Lined PF District](#)
[Red-Lined PC District](#)
[Red-Lined RSC District](#)
[Red-Lined Mixed Use Overlay](#)
[Red-Lined Height Exceptions](#)
[Red-Lined Live-Work Design Standards](#)
[EIR Addendum](#)

Mayor Dunbar announced Public Hearing Item 8.C. Municipal Code Amendments and Introduced and Waived the Reading of the Titles to Ordinance Numbers 20-492, 20-493, 20-494, 20-495, and 20-496 and the Title to Resolution Number 20-3978.

Sandra Liston, Planning & Building Director, presented staff report.

Public Hearing Held

Public Comment Held

The following individual submitted email comment to publiccomment@yville.com: Clark Thompson.

Following Town Council discussion, Council recommended changes to the Resolution Exhibit A Recitals shown below:

4. Provision of commercial retail building space that results in increased business diversity.
8. Incorporation and use of clean energy technologies and environmentally responsible building techniques that significantly reduce greenhouse gas emissions beyond existing code requirements.

A motion was made by Council Member Mohler, seconded by Vice Mayor Dorman to Introduce and Waive the Reading of Ordinance Numbers 20-492, 20-493, 20-494, 20-495, and 20-496 and adopt Resolution Number 20-3978, as amended above. The motion carried by the following roll call vote:

Aye: 4 - Mayor Dunbar, Vice Mayor Dorman, Council Member Mohler, and Council Member Durham

Excused: 1 - Council Member Dorenbecher

9. ADMINISTRATIVE / REGULAR ITEMS

- A.** [20-2528](#) CHAMBER OF COMMERCE AGREEMENT
Consider Adoption of Resolution Number 20-3980 Approving a Professional Services Agreement between the Town of Yountville and the Yountville Chamber of Commerce for the Provision of Marketing and Promotional Services and Operation of Visitor Information Center from July 1, 2020 through June 30, 2023.

Attachments: [Resolution](#)
 [Chamber of Commerce Agreement](#)

Steve Rogers, Town Manager, presented staff report.

Public Comment Held

The following individual submitted email comment: Billie Hewitt.

Vice Mayor Dorman recommended changes to the first sentence of Resolution Recital F. to read "The Town does not have in-house staff expertise with a background in tourism and destination marketing and therefore the Town seeks to partner with the Chamber to...".

Council Member Durham expressed concerns about the 3% annual adjustment to the Chamber Agreement not being enough and suggested moving forward that the Town have more discussion regarding the Chamber Agreement either during the upcoming budget workshop or within the next year which would include revisiting formulas and looking at other financial models.

Mayor Dunbar commented that the Town will be discussing all items in the budget.

Council Member Mohler concurred with Council Member Durham's comments.

Following Town Council discussion, Council took the following action:

A motion was made by Vice Mayor Dorman, seconded by Council Member Durham to Adopt the Resolution amending Resolution Recital F. to include "The Town does not have in-house staff expertise with a background in tourism and destination marketing and therefore the Town seeks to partner with the Chamber to...". The motion carried by the following roll call vote:

Aye: 4 - Mayor Dunbar, Vice Mayor Dorman, Council Member Mohler, and Council Member Durham

Excused: 1 - Council Member Dorenbecher

MEETING RECESS

Meeting went into Recess

Meeting Reconvened

B. [20-2527](#) LAW ENFORCEMENT AGREEMENT

Consider Adoption of Resolution Number 20-3979 Approving Amendment Number Four (4) to Napa County Agreement 170880B for Provision of Law Enforcement Services between the County of Napa and the Town of Yountville.

Attachments: [Resolution](#)
[Law Enforcement Agreement](#)
[Law Enforcement Agreement Exhibit A-4](#)

Steve Rogers, Town Manager, presented staff report.

Jon Crawford, Undersheriff, Napa County Sheriff presented brief comments.

Public Comment - None

Following Town Council discussion, Council took the following action:

A motion was made by Vice Mayor Dorman, seconded by Council Member Durham to Adopt the Resolution. The motion carried by the following roll call vote:

Aye: 4 - Mayor Dunbar, Vice Mayor Dorman, Council Member Mohler, and Council Member Durham

Excused: 1 - Council Member Dorenbecher

10. STAFF INFORMATIONAL REPORTS

- A. [20-2499](#) Annual administrative update of the Master Fee Schedule.

Attachments: [Master Fee Schedule FY 20-21](#)

[Master Fee Schedule Additions Exhibit A](#)

[Appendix - Index of Resolutions and Ordinances Establishing Fees](#)

[February 2020 CPI](#)

Celia King, Finance Director, presented annual update of the Master Fee Schedule.

Samantha Holland, Parks & Recreation Director, provided an update on the Neighbors Helping Neighbors program which has evolved in response to the COVID-19 issue. Director Holland reported staff and volunteers deployed over 1,000 door hangers. As a result of those door hangers, Parks & Recreation staff received nine calls for assistance varying from simple things to more complex things and they are helping to triage those requests and direct people to the right resources. In addition, people have expressed that they are very thankful that someone is available to talk to.

Director Holland also reported that she and Town Manager Rogers were invited to give a presentation at a League of California Cities Seminar on Thursday, April 23, 2020, regarding small towns and how they have been impacted during the COVID-19 issue and what they are doing to support their residents.

Town Manager Rogers reported he was just notified via text message from the Napa County Executive Officer that the new Public Health Order will be effective Wednesday, April 22, 2020, at 9:00 a.m. and will follow the Santa Clara model with regard to face coverings which are strongly encouraged but not mandated.

Mayor Dunbar added that on Wednesday, April 22, 2020, at noon Governor Newsom, as part of his almost daily updates, will be sharing some details of the State's reopening strategy.

Mayor Dunbar requested Joe Tagliaboschi, Public Works Director, provide updates on projects completed and in progress.

Director Tagliaboschi reported on the following:

Oak Circle Paving (included Heather and Oak Leaf Court) is substantially complete and paid for by Measure T funds.

Multi-Use Path from Finnell to Yount is in the process of having asphalt portion removed and replaced with concrete.

Community Center, Community Hall and Town Hall parking lots have been slurry sealed and the Vine Trail Bike Path will be slurry sealed by the end of the

month or first part of next month.

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)

Mayor Dunbar participated in Teleconference meeting and noted there was nothing of significance to report at this time.

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

Vice Mayor Dorman participated in Teleconference meeting and reported on the following:

The State Route 29 Corridor Plan has been released for public comment and covers Imola Avenue to Highway 37. More information can be found at SR29corridorplan.com and a public workshop is being held via zoom Thursday, April 23, 2020, at 6:30 p.m..

NVTA is also delivering food, taking homeless population to shelters and providing services as first/emergency responders during this time.

C. Reports and Announcements

Council Member Mohler reported on the following:

Participated in the Upper Valley Waste Management Authority (UVWMA) meeting held April 20, 2020, and announced the County is no longer providing legal representation to the Authority and the Authority officially hired the legal firm of Colantuono, Highsmith & Whatley, PC with our Town Attorney, Gary Bell becoming the Authority attorney.

UVWMA reported a lot of businesses, because they are closing throughout our jurisdiction, have cancelled their service and according to the company 60% of their income is from businesses and they are now seeing losses of about \$135,000 per month, and if this continues for four more months they could be seeing a deficit of \$800,000 to a \$1,000,000.

Also heard some Yountville businesses have cancelled their service and commented the Town has mandatory service so is unsure how the service can be cancelled.

Cancelled Shred-it Day last Friday and Director Holland clarified the Yard Sale and Trash pick-up were postponed and they hope to reschedule some time in the summer.

Council Member Durham reported on the following:

Regarding the Yount Street Path project, people can stand on his porch and watch the old asphalt being removed for about five hours each day.

Participated in the Yountville Elementary School Art Sculpture Ad Hoc Committee Teleconference meeting held Monday, April 20, 2020, and came away with positive feedback and hopes to present ideas to Council in May.

Mayor Dunbar commented he and several members of Council are involved with the League of California Cities and reported on the following:

They are receiving a lot of information regarding the public health care response from the State and National levels.

He is involved with the U.S. Conference of Mayors, the National League of Cities and the League of California Cities, so is gathering information from many locations and complimented Eddy Gomez, Management Fellow, for staying on top of the updates throughout the Towns' social media platforms.

Yountville had its first case of COVID-19 on Friday, April 17, 2020, and provided a summary of the process involved.

Town Manager and the Mayor continue to have teleconference calls Mondays, Wednesdays and Fridays and receive updates on data regarding tests and reported there will be an announcement in the next day or two regarding a new testing process that will be coming to Napa County so look for that news from Napa County.

Acknowledged that we are all paying close attention to the impacts to our residents personally and our business sector. Commented the Town is having multiple conversations with the Chamber of Commerce and business leaders on a recovery strategy and hope to get guidance from the Governor on how we restart the California economy and the Yountville economy in particular.

12. CLOSED SESSION - NONE

13. ADJOURNMENT

A motion made by Council Member Mohler, seconded by Vice Mayor Dorman was unanimously approved to adjourn at approximately 9:30 p.m. to the Town Council Special Teleconference Meeting Tuesday, May 5, 2020 at 3:00 p.m. being held remotely.

ATTEST:

Michelle Dahme, CMC
Town Clerk

Date Approved: May 5, 2020

