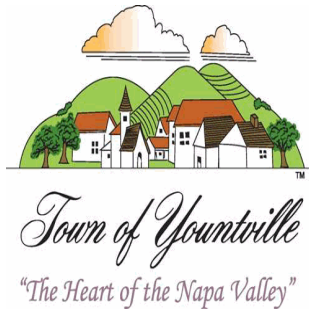


# **Town of Yountville**

6550 Yount Street  
Yountville, CA 94599



## **Meeting Minutes - Final**

**Tuesday, August 6, 2019**

**6:00 PM**

**Town Hall Council Chambers**

### **Town Council**

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

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

Mayor Dunbar called the meeting to order at 6:00 p.m.

**2. ROLL CALL**

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

**3. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was held.

**4. ADOPTION OF AGENDA**

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

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

**5. PROCLAMATIONS AND RECOGNITIONS**

- A.**     [19-2179](#)     Certificates of Appreciation presented to Mikael Tigrett for his service on the Zoning & Design Review Board (ZDRB) and Jake Costa for his service on the Yountville Arts Commission.

Mayor Dunbar presented Certificate of Appreciation to Jake Costa. Mikael Tigrett was unable to attend.

- B.**     [19-2235](#)     Presentation of Proclamation to Crush Cancer Napa Valley in recognition of their 9th Annual Fundraiser being held August 10, and 11, 2019 in Yountville.

**Attachments:**   [Proclamation](#)

Mayor Dunbar presented Proclamation to the Jordan family.

- C.**     [19-2234](#)     Recognition of the Town, and Finance Department for receiving the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the Town's Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2017-2018.

**Attachments:**   [Certificate of Achievement](#)  
                          [News Release](#)

Mayor Dunbar presented the GFOA Certificate of Achievement to Celia King, Finance Manager.

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

None

**7. CONSENT CALENDAR**

- A. [19-2215](#) Approve request to cancel the September 3, 2019, Town Council Meeting.
- This Action Item was approved.**
- B. [19-2186](#) Adopt Resolution Number 19-3571 Awarding the Bid for the 2019 Microsurfacing Project (MT-3020); Approving a Construction Contract with American Asphalt Repair and Resurfacing Company, Inc. of Hayward, CA; and Authorizing the Town Manager to execute the Construction Contract, Change Orders and Amendments up to the Budget amount.

Attachments: [Resolution](#)

**This Resolution was adopted.**

- C. [19-2230](#) Approve minutes of the special and regular meetings held June 4 , 2019.

Attachments: [June 4, 2019 Special Meeting Minutes](#)  
[June 4, 2019 Regular Meeting Minutes](#)

**The Minutes were approved.**

- D. [19-2236](#) Approve minutes of the meeting held July 16, 2019.

Attachments: [July 16, 2019 Minutes](#)

**The Minutes were approved.**

Approval of the Consent Agenda

**A motion was made by Council Member Mohler, seconded by Council Member Durham to approve the Consent Calendar items. The motion carried by the following vote:**

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

**8. PRESENTATIONS**

- A. [19-2199](#) CalFire Public Safety Quarterly Report.

**Attachments:** [Quarterly Report](#)  
[Presentation](#)

Geoff Belyea, Fire Chief, Napa County Fire Department, presented the report.

## 9. PUBLIC HEARINGS - NONE

## 10. ADMINISTRATIVE / REGULAR ITEMS

- A. [19-2227](#) RESPONSE TO 2018-2019 NAPA COUNTY GRAND JURY REPORT  
Discussion and authorization to submit Response letter for the 2018-2019 Napa County Grand Jury Report regarding Napa County Water Quality - It's a Matter of Taste.

**Attachments:** [Grand Jury Response Letter](#)  
[Grand Jury Response Letter Attachments](#)

Steve Rogers, Town Manager, presented the staff report and requested Council direction.

Public Comment - None

Vice Mayor Dorman suggested that an executive summary paragraph be added at the beginning explaining the unique relationship the Town has with the Department of Veterans Affairs. The Council agreed unanimously to include an executive summary paragraph.

**A motion was made by Vice Mayor Dorman, seconded by Council Member Dorenbecher to authorize submittal of the Napa County Grand Jury Report Response Letter, as modified above. The motion carried by the following vote:**

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

- B. [19-2226](#) PARKING WORKSHOP FOLLOW UP  
Discussion and direction regarding follow-up from July 16, 2019 Parking Workshop.

**Attachments:** [Parking Discussion Options](#)

Steve Rogers, Town Manager, presented staff report.

Public Comment Held

The following individuals spoke on the item: Jake Costa and Debbie Wellborn.

Following Town Council discussion, Council provided consensus direction to recover and restore parking in the existing public right away at the following locations; North Washington Street adjacent to Panchas and Ciccios, along West Washington Street on Jefferson adjacent to Van De Leur Park, and to

evaluate the existing parking loading zones along Creek Street and on Washington Street in front of the Yountville Community Center. Council further directed staff to evaluate potential parking options for ride-sharing services, and evaluate the center turn lane on Lincoln.

The Town Council also provided consensus direction to establish a Parking Working Group consisting of Council Member Durham and Council Member Mohler, business members and the Chamber of Commerce, with clarification from Town Manager Rogers to merge representatives from the Yountville Community Center Parking Lot with the North Washington Street Right-of-Way Public/Private Partnership, and include representatives from the Parks & Recreation Advisory Commission.

**C. [19-2229](#) CANNABIS FOLLOW UP**

Discussion and possible action by the Town Council as to whether they wish to move forward with a process to consider the potential development of a regulatory framework to permit a cannabis dispensary to operate within the Town or to continue with the current ban on retail cannabis dispensaries.

Attachments: [Cannabis Staff Report Dated April 16, 2019](#)

Steve Rogers, Town Manager, presented staff report.

Mayor Dunbar reiterated that Council was only providing direction to create a report on potential locations for a recreational cannabis dispensary for consideration in the future.

Public Comment Held

The following individuals spoke on the item: Megan Mason, Pat Alexander, Sean Donahoe, Anthony, Public Policy Strategist with NorCal Cannabis Company based in Santa Rosa, and Sharon Crouse.

Following Town Council discussion, Council took the following action:

**A motion was made by Council Member Durham, seconded by Mayor Dunbar to direct staff to work with Council to create a zoning ordinance and requirements for the Town of Yountville to potentially accommodate a retail recreational cannabis dispensary based on Council's feedback from the April 16, 2019, staff report including answering all of the questions outlined in the staff report and to disband the Cannabis Ad Hoc Committee. The motion carried by the following vote:**

**Aye:** 3 - Mayor Dunbar, Council Member Dorenbecher, and Council Member Durham

**Nay:** 2 - Vice Mayor Dorman, and Council Member Mohler

**D. [19-2220](#) ZONING ORDINANCE UPDATE PROCESS**

Discussion and possible action regarding possible change of scope

related to update of Zoning Ordinance and General Plan Policy Implementation and based on discussion results possible Adoption of Resolution Number 19-3572 Approving a Professional Services Agreement (PSA) with O'Rourke & Associates for additional consulting services associated with the update of the Zoning Ordinance and General Plan Policy Implementation in an amount not to exceed \$116,845.

**Attachments:** [Resolution](#)

[Zoning Code Update Proposal - Original Scope of Work](#)

[Zoning Code Update Proposal - Revised Scope of Work](#)

Sandra Liston, Planning Director, presented staff report.

Public Comment - None

Following Town Council discussion, Council took the following action to support Alternative 1 as presented in the staff report:

**A motion was made by Council Member Durham, seconded by Council Member Dorenbecher to Adopt Resolution Number 19-3572. The motion carried by the following vote:**

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

**FIRST MOTION**

**A motion made by Council Member Mohler that the Ad Hoc Committee not be established failed due to lack of a second.**

**FINAL MOTION**

**A motion was made by Council Member Durham, seconded by Vice Mayor Dorman to appoint Vice Mayor Dorman and Mayor Dunbar to the Zoning Ordinance Update Ad Hoc Committee. The motion carried by the following vote:**

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

- E.**     [19-2087](#)    **YOUNTVILLE COMMUNITY FOUNDATION APPOINTMENTS**  
Discussion and possible action to appoint two (2) individuals to the Yountville Community Foundation with one representing the Chamber of Commerce and the other representing the Resident category with the terms of office to commence August 1, 2019 and expire August 1, 2021.

**Attachments:** [Sandy Fagan Application](#)  
[Darlene de Beauclair Application](#)  
[Jessica Penman Application](#)  
[Hillary Trippr Application](#)  
[Vittoria Boscarino Application](#)  
[Notice of Vacancy](#)  
[Board Details and Roster](#)

Michelle Dahme, Town Clerk, presented staff report.

Public Comment - None

The Town Council took the following action:

**A motion was made by Vice Mayor Dorman, seconded by Council Member Dorenbecher to reappoint Sandy Fagan as the Resident Representative and reappoint Jessica Penman as the Chamber of Commerce Representative on the Yountville Community Foundation with terms of office to commence August 1, 2019 and expire August 1, 2021. The motion carried by the following vote:**

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

- F.**     [19-2189](#)     **ZONING & DESIGN REVIEW BOARD APPOINTMENT (ZDRB)**  
Consider appointment of one (1) individual to the Zoning & Design Review Board with the term of office to commence July 21, 2019 and expire July 21, 2022.

**Attachments:** [Laurence Kamer Application](#)  
[Michael Jordan Application](#)  
[Nathaniel Dorn Application](#)  
[Notice of Vacancy](#)  
[Board Details and Roster](#)

Michelle Dahme, Town Clerk, presented staff report.

Public Comment - None

Following Town Council discussion, Council took the following action:

**FIRST MOTION**

**A motion was made by Mayor Dunbar, seconded by Council Member Dorenbecher to appoint Laurence Kamer to the Zoning and Design Review Board.**

**SUBSTITUTE MOTION**

**A substitute motion was made by Council Member Mohler, seconded by**

**Vice Mayor Dorman to appoint Michael Jordan to the Zoning and Design Review Board with the term of office to commence August 6, 2019 and expire July 21, 2022. The motion carried by the following vote:**

**Aye:** 3 - Vice Mayor Dorman, Council Member Mohler, and Council Member Dorenbecher

**Nay:** 2 - Mayor Dunbar, and Council Member Durham

- G.**     [19-2221](#)     TOWN COUNCIL PROTOCOLS UPDATE  
Consider Adoption of Resolution Number 19-3573 Updating the Town Council Protocols.

**Attachments:**   [Resolution](#)  
                         [Draft Town Council Protocols](#)  
                         [February 6, 2018 Protocols Staff Report](#)

Council continued this item to a non-specific date.

## **11. STAFF INFORMATIONAL REPORTS**

- A.**     [19-2239](#)     Update Regarding Second Residential Unit (Accessory Dwelling Unit or “ADU”) Impact Fees and Pending Legislation

**Attachments:**   [Legislative Summary of Pending Bills](#)

Steve Rogers, Town Manager, provided a recommendation to discontinue the review of the Accessory Dwelling Units (ADU) impact fee adjustments due to four current pieces of legislation that could result in either eliminating the ability to have impact fees for ADU’s or put a formula in place. It is prudent to wait until the closure of the legislative session to see which direction the ADU legislation is going.

## **12. 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)

No Report

- B. Watershed Information and Conservation Council (Dorenbecher/Durham)

No Report

- C. Local Agency Formation Commission of Napa County (Mohler)

Council Member Mohler deferred report to the next Town Council meeting.

- D. League of California Cities Update (Dunbar, Mohler, Dorenbecher)



Mayor Dunbar reported having been asked to testify next Tuesday, August 13, 2019, related to Governor Newsom's Executive Order regarding Excess State-Owned Property for Housing Development.

Mayor Dunbar is still waiting on the Department of General Services to release its inventory list of priority state-owned properties.

Mayor Dunbar reported the Budget Trailer Bills that have come out since the Governor's Budget are very favorable to Local Government.

Vice Mayor Dorman reported the Napa Valley Unified School District published the recommended appointments which include Arik Housley and Eric Knight. Vice Mayor Dorman further reported she was recommended as an alternate member.

#### E. Reports and Announcements

Mayor Dunbar announced the Napa County Fair opens Wednesday, August 7, 2019, and runs through Sunday, August 11, 2019. He also reminded everyone of the Napa Valley Crush Cancer 5k Run/Walk being held Sunday, August 11, 2019, starting at the Yountville Community Center and that the following Saturday, August 17, 2019, is the Be Kind Walk that starts from Veterans Memorial Park ending at the Napa Valley Museum located at the Veterans Home.

Mayor Dunbar also wanted to remind everyone ahead of time that he will be holding the Annual Remembrance of September 11th at the Yountville Community Center at 7:28 a.m. Wednesday, September 11, 2019.

Council Member Dorenbecher reminded everyone about the Resident's Bash being held Friday, August 9, 2019 at the Yountville Community Center.

### 13. CLOSED SESSION

- A.     [19-2237](#)     CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov. Code, § 54956.8.)  
Property Address: 2180 Madison Street, Yountville, CA 94599  
Town Negotiator: Steven R. Rogers, Town Manager  
Negotiating Party: Susan Archer, Managing Broker, BHHS Drysdale Properties  
Under Negotiation: Price and Terms of Payment  
Closed Session Held - No Report

### 14. ADJOURNMENT

Adjourned to the Town Council Regular Meeting Tuesday, September 17, 2019 at 6:00 p.m.  
being held in Town Council Chambers located at 6550 Yount Street, Yountville.

ATTEST:

Eddy Gomez  
Management Analyst

Date Approved: November 19, 2019