



*Town of Yountville*

*"The Heart of the Napa Valley"*

# Planning and Building Department

## **Planning and Building Department Mission Statement**

*"The mission of the Planning and Building Department is to provide professional and equitable administration of the Town of Yountville's codes while fostering creative and diverse design and uses for an exceptional, safe, and livable built environment."*

**Town of Yountville  
PLANNING & BUILDING  
General Fund Department 2115**

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**Department Overview**

The Planning & Building Department is responsible for preparing, amending, maintaining, and implementing policies and regulations contained in the Town's General Plan, Zoning Ordinance, Design Ordinance, Subdivision Ordinance, and Building Code. The implementation of these ordinances ensures balanced land uses, orderly development, protection of public health and safety, and conservation of environmental resources. Department staff, consisting of the director, a shared management analyst, a shared office assistant, and contracted part-time plan check and building inspection staff, is responsible for all aspects of community development including the following functions:

- Assist citizens and applicants in understanding land use and building regulations and the entitlement process from pre-application through construction; Consult directly with applicants and provide information to the general public via the Town website, informational handouts, public notices, and press releases.
- Provide staff support to the Zoning and Design Review Board (ZDRB).
- Maintain planning and building ordinances by preparing and proposing amendments as necessary.
- Engage the public, ZDRB, and Town Council in topic specific discussions to develop policy.
- Prepare and incorporate State-mandated codes related to building, water conservation, greenhouse gas reduction, stormwater management, and air quality.
- Coordinate with outside agencies such as Napa County Environmental Management, Napa Valley Transportation Authority (NVTA), Department of Fish & Wildlife, CalFire, and Corp of Engineers in carrying out planning and building approvals.
- Maintain and report demographic and housing data as required to other agencies including the California Department of Housing and Community Development (HCD), Department of Finance, the Napa Valley Unified School District, and Association of Bay Area Governments (ABAG).
- Implement the Town's affordable housing goals by applying inclusionary housing policies to qualifying projects; Partner with Napa Valley Community Housing (NVCH) for the development of affordable housing; Coordinate with the Housing Authority of the City of Napa (HACN) for support services to advance the affordable housing goals.
- Evaluate development proposals, prepare and present staff reports, develop and draft recommendations, conditions of approval, and findings for review by the Town Council and ZDRB; Ensure post-approval project implementation.
- Evaluate and process amendments to approved projects.
- Direct and manage the Town's consultant in conducting building permit plan check and building inspection services.
- Perform code enforcement investigations, site inspections, and compliance follow-up.
- Review applications and issue other licenses and permits as required (e.g., tree removal, home occupations, ABC reports).

**2015-2016 Accomplishments**

- Launched Use Permit Monitoring program, which includes reviews with 34 businesses and their use permit conditions.
- Launched Employee Parking Management program for businesses in Town.
- Completed advanced planning on the Town Climate Action Plan, including coordination with the Greenhouse Gas Ad Hoc Committee and the Yountville Go Green Team, which provides support for the development of the Town's Climate Action Plan.
- Joined Marin Clean Energy, a Community Choice Aggregation program to provide Greenhouse Gas Free energy to customers.
- Completed amendment to the General Plan regarding Town boundaries, sphere of influence, and annexation.
- Coordinated with LAFCO in efforts to complete the 2016 Municipal Service Review and Sphere of Influence Update.
- Completed various Ordinance amendments to the Yountville Municipal Code, including those regarding project notification signage, vacant storefront window displays, and single-use plastic bags.

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- Conducted building permit administration and inspection for projects under construction including the French Laundry renovation, Stewart Cellars, Protea Restaurant, JCB Tasting Salon, and various residential remodels.
- Completed 15 code enforcement cases, some of which were complex and lengthy, ranging from violations to authorized use permits, violations of home occupation permits, and public nuisances.

**2016-2017 Goals and Objectives**

- Continue efforts toward General Plan update, including public workshops and outreach.
- Coordinate with the Town Council and Zoning and Design Review Board on advanced planning items such as the definition of open space, outdoor service at tasting room, and others.
- Consider modernizing and updating the building permit process, including utilization of GIS and online resources, and evaluate the feasibility of a permit tracking module.
- Create public portal for sharing of permit status for administrative actions, entitlements, and active permits.
- Modernize the code compliance program, which will include more streamlined processes for enforcement and follow-up regarding use permit monitoring, parking management, nuisance violations, and other code compliance issues.

**Budget Highlights**

- The General Plan comprehensive update is work that will be done primarily by a consulting firm or individual with oversight by staff. It will include conducting any necessary studies to gather current data and statistics, updating and drafting new policies and goals, as well as reformatting each element to make a cohesive and consistent document. \$595,000 is rebudgeted as the funds were not spent in fiscal year 2015-16.
- Enhanced efforts in code compliance is a highlight of this budget. Shared code compliance services with another local jurisdiction or through a consultant will provide support to the Town's use permit monitoring program, vacant storefront window display requirements, parking management programs, and other code compliance efforts. A budget of \$30,000 is included for these services, funded through the fees associated with the aforementioned programs.
- Last year, the Town entered into an agreement with a consultant in the development of its Climate Action Plan. This plan is a high-level policy document that is instrumental in achieving the targeted reduction goals the Town has set. The consultant may be retained for this first initial year of the completed plan for implementation and on-call services related to integration of Marin Clean Energy, compliance with the new association with the Compact of Mayors, and other climate action activities where expertise is needed. \$15,000 is included for this assistance.
- A comprehensive Sign Ordinance update to modernize and bring the Town's Ordinance into compliance with recent Supreme Court case law is planned. A budget of \$35,000 for consultant assistance is included for this effort.

**Connection to Strategic Plan 2011-16**

**2.1 Maintaining & Enhancing the Appearance of Yountville** – The Planning and Building Department plays an important role in establishing and ensuring the high-quality appearance of Town. Through the design review process of development applications, planning staff ensures that additions to the Town are consistent with the unique, existing aesthetic. This goal also includes the constant evaluation and possible revisions to the Yountville Municipal Code, particularly to the Zoning Ordinance and Design Ordinance. The General Plan is also evaluated regularly as it determines the policies and goals for the future of the Town.

**2.2 Land Uses for a Well-Planned Community** – Maintaining a well-planned community, particularly one that is nearly built-out, requires planning staff to pursue ongoing review and updates of land-use policies and zoning requirements. Staff consistently uses new technology and stays informed on current trends to ensure that Yountville has the policies put into place that not only keep it modern and compliant, but also preserve its unique character and charm.

**2.3 Historic Resources** – As Yountville’s heritage is a value to the community, Staff ensures that the history of certain areas of Town, particular the historic zoning districts, are preserved and respected. Developments that occur on or near historically significant structures often require a historic evaluation prior to issuance of permits.

**2.4 Code Enforcement** – Code Enforcement efforts are addressed on two fronts. The first front ensures compliance with the general provisions of the Yountville Municipal Code. Town Staff conducts inspections and responds to issues such as property upkeep, weed abatement, home occupancy, or short term rentals. The second front involves formal appointments with businesses to ensure all aspects of the use permit are followed correctly.

**2.5 Environmental Sustainability** – Town Staff considers environmental sustainability in every development that occurs. The planning department applies the Water Efficient Landscape Ordinance and California Green Building Standards to qualifying projects. Further, the Planning & Building Department is the point of contact for any items related to Yountville’s Climate Action Plan or Greenhouse Gas Emissions.

**2.6 Consider Streamlining the Planning Process** – Staff constantly evaluates and reviews its processes to determine if there are areas that could be improved upon. These improvements may include items that reduce any unnecessary steps for applicants in the permitting process or presenting information more clearly in relation to the Town’s requirements.

**Did You Know?**

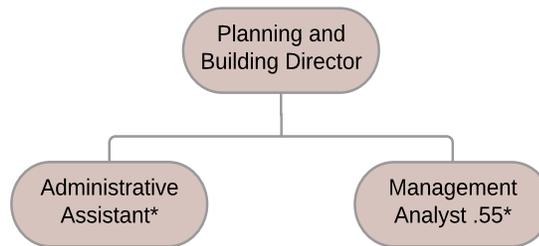
- Town Hall was listed on the National Register of Historic Places in fiscal year 2015/16.
- The Town’s Wayfinding Sign Program gained four more participants for a total of 53 and installed 24 additional sign plates naming participating business, nonprofits, public buildings and sites.
- The Town Council heard 10 applications and the Zoning & Design Review Board heard 18 applications for Master Development Plan, Use Permit, Design Review, and Sign Permit.
- Town staff launched the Use Permit Monitoring Program for the 34 businesses in Town subject to use permit review.
- Town staff processed 30 formal code enforcement cases and issued 13 tree removal permits.
- The department issued 97 building permits for a total project valuation of \$1.9 million (through 3/7/16).

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	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>		<b>2016-17</b>	
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>	
<b>PERSONNEL</b>						
4010	Salaries - Full Time	236,851	189,009	222,650	222,650	232,600
4011	Salaries - Part Time	769	867	5,960	5,960	-
4012	Overtime	19	4	-	-	-
4013	Medicare & Fica	3,230	2,553	3,710	3,710	3,860
4020	Pers Employer Rate	44,932	33,505	40,890	40,890	24,510
4030	Deferred Compensation	16,197	12,614	15,400	15,400	16,090
4031	Payment In-Lieu Health	-	-	-	-	600
4040	Health Insurance	27,090	29,094	33,590	33,590	41,920
4042	Dental Insurance	2,874	2,895	3,410	3,410	3,330
4043	Vision Insurance	400	-	800	800	800
4044	Life/Disability Insurance	1,666	1,650	1,730	1,730	1,860
4049	Allocated OPEB	25,788	25,680	22,880	22,880	32,600
4051	Automobile Allowance	-	-	-	-	2,400
4052	Cell Phone Allowance	675	1,800	900	900	1,920
4053	Other Employee Reimbursement	2,500	-	-	-	-
4055	Tablet Stipend	1,260	-	-	-	-
	<b>Total Personnel</b>	<b>\$ 364,251</b>	<b>\$ 299,671</b>	<b>\$ 351,920</b>	<b>\$ 351,920</b>	<b>\$ 362,490</b>
<b>SUPPLIES &amp; SERVICES</b>						
4110	Office Supplies	334	181	1,500	1,500	1,000
4120	Other Supplies & Materials	1,883	20	100	100	700
4130	Postage & Printing	1,827	3,207	2,500	2,500	2,500
4210	Contract Services	56,883	143,117	721,500	289,486	717,000
4240	Building Inspection Services	70,690	76,106	60,000	60,000	60,000
4241	Plan Check Services	22,470	11,492	25,000	25,000	25,000
4250	Advertising	-	-	100	100	100
4330	Vehicle Maintenance	283	136	500	500	500
4699	Allocated IT Costs	10,639	19,014	27,890	27,890	27,710
4710	Conference & Travel	1,039	91	3,000	3,000	5,000
4715	Meetings & Training	607	-	4,000	4,000	1,000
4720	Dues & Subscriptions	1,666	1,102	1,250	1,250	1,250
4819	Allocated Liability Insurance	10,850	6,618	8,970	8,970	9,840
4839	Allocated Workers' Comp Insurance	8,800	7,763	8,770	8,770	8,920
	<b>Total Supplies &amp; Services</b>	<b>\$ 187,971</b>	<b>\$ 268,846</b>	<b>\$ 865,080</b>	<b>\$ 433,066</b>	<b>\$ 860,520</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 552,222</b>	<b>\$ 568,517</b>	<b>\$ 1,217,000</b>	<b>\$ 784,986</b>	<b>\$ 1,223,010</b>
<b>PROGRAM REVENUE</b>						
3110	Building Permit Fees	109,886	56,407	30,000	30,581	30,000
3601	Planning Service Charges	105,795	64,257	45,000	50,000	45,000
3611	Plan Check Fees	58,457	78,819	20,000	20,000	20,000
3615	Way Finding Signage Fees	611	15,810	5,000	19,000	5,000
3625	Parking Mgmt - Vehicle Reg. Fee	-	-	-	-	3,000
3635	Parking Mgmt - Off Site Parking	-	-	-	-	6,000
3640	Storefront Display Monitoring	-	-	-	600	3,600
	<b>TOTAL PROGRAM REVENUE</b>	<b>\$ 274,749</b>	<b>\$ 215,294</b>	<b>\$ 100,000</b>	<b>\$ 120,181</b>	<b>\$ 112,600</b>

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\*Shared position across multiple departments

	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2016-17 ADOPTED</b>
<b>STAFF ALLOCATIONS (FTE)</b>				
Town Manager	0.1000	0.1000	0.1000	0.1000
Planning Director	0.9500	0.9500	1.0000	1.0000
Management Analyst	0.0500	0.0500	0.5500	0.5500
Town Clerk	0.0500	0.0500	0.0500	0.0500
Accounting Technician	0.0500	0.0500	0.0500	0.0500
Administrative Assistant	0.1000	0.1000	0.1000	0.1000
Office Assistant	-	-	0.2300	-
Associate Planner	1.0000	1.0000	-	-
<b>TOTAL STAFF</b>	<b>2.3000</b>	<b>2.3000</b>	<b>2.0800</b>	<b>1.8500</b>